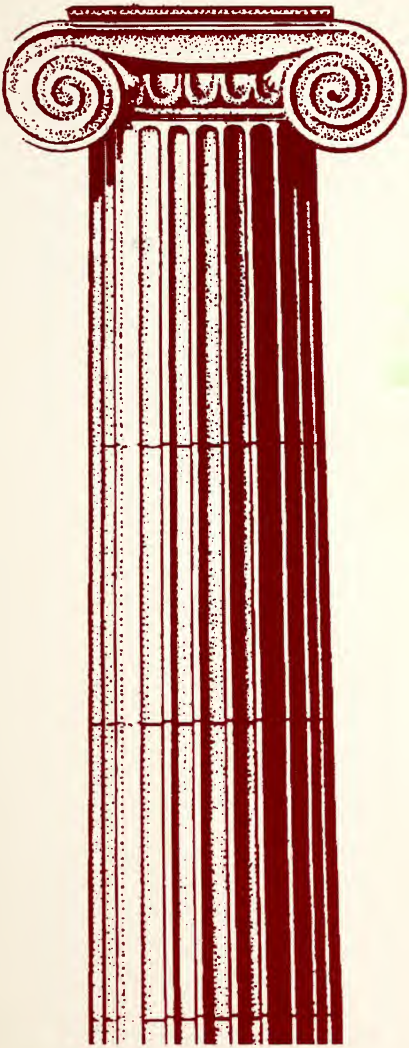

Fairmont State College

1998-1999 Catalog

Fairmont State College

and

Fairmont Community and Technical College

Catalog

Volume 113
Number 1
1998-1999

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Catalog Policy

It is the responsibility of students to be knowledgeable of official college policies and to meet all requirements in the Catalog. It provides the best possible current information on practices and intentions of the College. The College reserves the right to change provisions or requirements at any time to reflect curricular changes and administrative regulations and procedures. The Catalog is not considered a binding contract between the student and the College. It is for informational purposes only.

Students should keep informed of current degree, curriculum, and course requirements. The academic advisors and appropriate administrative offices of the College may be consulted for further information.

A student who enrolls at Fairmont State College shall follow the provisions of the catalog in use at the time of admission or any subsequent catalog, providing all of the subsequent catalog is adopted. Transfer students will use the catalog current at the time of their admission to the previous institution, provided that the graduation date would not be more than seven years from the date of first enrollment in college.

Students who have interrupted their schooling for more than one year will become subject to the provisions of the current catalog.

Policy on Equal Opportunity Affirmative Action

Fairmont State College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Director of Affirmative Action who is the Section 504, Title IX, and ADA Coordinator, Room 224 Hardway Hall, telephone 304 367-4247.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. Students wishing to review their education records must contact the campus official in charge of the office in which the record is located. Students may not inspect records to which they have waived their rights of inspection and review.

Within the Fairmont State College community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Offices of Admissions and Records, Student Services, Financial Aid, Business Office, academic schools and departments, academic advisors and athletic departments.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar's Office in writing.

The College may disclose academic information to parents of students by having parents establish the student's dependency as defined by the Internal Revenue Code of 1954, Section

152. Dependency status may be established by the presentation of a certified copy of the parents' most recent federal income tax form listing the student as a dependent.

Drug-Free Awareness Program

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Fairmont State College has a Drug-Free Awareness Program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Further inquiries may be directed to the Assistant to the President or the Vice President for Student Affairs.

Services for Students with Disabilities

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, certain accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for Students with Disabilities, who is located in Student Affairs, if these services are desired. The Assistant Vice President for Academic Affairs is notified of the required academic accommodations and apprises advisors and instructors of this information each semester. Priority scheduling procedures have been established for students with disabilities. Students should contact their advisor for priority class preregistration. For additional information refer to the brochure "Services for Students with Disabilities" available in Student Affairs.

Assessment of Student Academic Achievement

Fairmont State College is committed to providing quality educational opportunities and experiences for every student. While grades are one measure of student performance, grades do not provide the institution with the necessary data to ascertain the areas of the curriculum that are strong and areas that need improvement. Therefore, it is expected that students attending Fairmont State College will participate in periodic assessment activities as directed by the College. Student assessment will normally occur at three critical times in the student's college career, 1) upon entering the institution for course placement and for gathering baseline date, 2) at the end of the sophomore year for baccalaureate degree seeking students, and 3) at the end of the senior year. Assessment data may be collected at additional times at the discretion of the institution. The purpose of gathering assessment data is to monitor the quality of the academic programs and to improve, when necessary, the educational experience of students.

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Academic Calendar
1998-2000

1998 Fall Semester		1999 Fall Semester
Sunday, August 16	Residence Halls Open	Sunday, August 15
Monday-Tuesday, August 17-18	Orientation	Monday-Tuesday, August 16-17
Tuesday, August 18	Registration Day	Tuesday, August 17
Wednesday, August 19	Classes Begin	Wednesday, August 18
Monday, September 7	Labor Day, No Classes	Monday, September 6
Friday, October 9	Mid Semester	Friday, October 8
Friday, October 9	Applications for December Graduation Due	Friday, October 8
Friday, October 16	Mid Semester Break Day	Friday, October 22
Monday-Friday, November 23-27	Thanksgiving Recess, No Classes	Monday-Friday, November 22-26
Monday, November 30	Classes Resume, 8 A.M.	Monday, November 29
Thursday, December 10	Last Day of Classes	Thursday, December 9
Friday, December 11	Reading Day	Friday, December 10
Monday-Friday, December 14-18	Final Exams	Monday-Friday, December 13-17
Saturday, December 19	Commencement	Saturday, December 18

1999 Spring Semester		2000 Spring Semester
Sunday, January 10	Residence Halls Open	Sunday, January 9
Tuesday, January 12	Registration Day	Tuesday, January 11
Wednesday, January 13	Classes Begin	Wednesday, January 12
Monday, January 18	Martin Luther King Day, No Classes	Monday, January 17
Friday, March 5	Mid Semester	Friday, March 3
Friday, March 5	Applications for May Graduation Due	Friday, March 3
Monday-Friday, March 8-12	Spring Break, No Classes	Monday-Friday, March 6-10
Monday, March 15	Classes Resume, 8 A.M	Monday, March 13
Friday, April 2	Good Friday, No Classes	Friday, April 21
Thursday, May 6	Last Day of Classes	Thursday, May 4
Friday, May 7	Reading Day	Friday, May 5
Monday-Friday, May 10-14	Final Exams	Monday-Friday, May 8-12
Saturday, May 15	Commencement	Saturday, May 13

1999 First Summer Term		2000 First Summer Term
Monday, May 24	Registration Day	Tuesday, May 30
Tuesday, May 25	Classes Begin	Wednesday, May 31
Friday, May 28	Applications for Summer Graduation Due	Friday, June 2
Friday, June 25	First Summer Session Ends	Friday, June 30

1999 Second Summer Term		2000 Second Summer Term
Monday, June 28	Registration Day	Monday, July 3
Tuesday, June 29	Classes Begin	
Monday, July 5	Holiday, Classes Not In Session	Tuesday, July 4
	Classes Begin	Wednesday, July 5
Friday, July 30	Second Summer Session Ends	Friday, August 4

Introduction

The College

Fairmont State College, a coeducational institution offering one-year certificates, two-year associate and four-year bachelor degrees as well as a wide range of continuing education classes, is the largest of the West Virginia State Colleges - largest in numbers of total full-time enrollment and largest in number of annual graduates. Headcount enrollment has increased by 67 percent in the last 15 years. One-third of the College's student body is nontraditional-students 25 years of age or older who have never attended college before or who have returned for additional courses after years of career experience.

The renovation and revitalization of Colebank Hall symbolizes the needs of a growing college, as well as the utilization of a historic facility. The modern computer center, which is located on the first floor of Colebank, has placed the College in the forefront of communications technology. Recent construction projects include the new Education, Home Economics, Health Careers building and the renovation of the main floor of the Administration Building and Jaynes Hall.

The Robert C. Byrd National Aerospace Education Center is a state-of-the-art facility dedicated to aviation technology. The 40,000 square foot structure houses technology essential to the aviation industry. The Center includes classrooms, library, and computer labs.

In addition to emphasis on modern facilities, Fairmont State College has preserved and honored its traditions. A one-room school museum on the campus recalls the days when the College served as a private teacher training school which began in 1865. It became a state-supported normal school in 1867; seventy-six years later, in 1943, it was authorized to offer bachelor of arts and bachelor of science degrees.

Academic excellence and personal growth and fulfillment, the principal purposes of the College, are complemented by active fine arts, publications and sports programs. Year-round contemporary film, lecture and music series are important parts of the social and cultural calendar.

The College's 90-acre campus with its twelve major buildings is attractively located on a hill overlooking Locust Avenue, Route 19, in Fairmont, West Virginia. Approximately ninety miles south of Pittsburgh on Interstate 79, Fairmont, with a population of about 20,000, is the county seat of Marion County.

Philosophy and Objectives

Fairmont State College, an undergraduate institution operating under the authority of the State College System Board of Directors, is governed by its president with the aid and advice of its Institutional Board of Advisors, administrators, Faculty Senate, and Student Government.

Offering courses of study leading to baccalaureate degrees in the humanities, social and natural sciences, teacher education, business, industrial technology, and fine arts, the College also conducts programs of career-technical education and grants a one-year certificate and the degrees of Associate in Arts, Associate in Science, or Associate in Applied Science after two years of study. Preprofessional study is available in several fields, including medicine, dentistry, law, pharmacy, architecture, engineering, and physical therapy.

Fairmont State College considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twentieth century. Accordingly, the College seeks to provide a suitable environment for free and responsible inquiry into the nature, sources and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social and personal development.

The College faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The College fully supports the ideal of a well- educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The College follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Fairmont State College degree represents a level of achievement respected throughout the nation.

The College has a traditional interest in preparing teachers for public schools in West Virginia as well as in other states. Recognizing the importance of able teachers to a progressive society, it requires outstanding academic performance of its teacher candidates and offers them sound professional training for elementary and secondary teaching.

Drawing many students from its immediate vicinity, the College welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return it participates actively in community projects, shares its programs and facilities with the public and serves the community as a center of information and culture.

Specifically, the mission of Fairmont State College is to provide programs needed by those in its geographic service area to the extent permitted by its financial and human resources and its assigned role in the State's system of public higher education. This mission is accomplished by meeting these objectives:

- offering a broad range of traditional baccalaureate degree programs in the arts and sciences, teacher education and business administration.
- providing through the Community and Technical College a variety of vocational/occupational programs of two years duration or less.
- providing opportunities for occupationally oriented baccalaureate study through expansion of existing industrial technology programs and the development of additional career-related curricula.
- bringing selected college study opportunities into communities in the College's service region through the use of the mass media, regional educational centers, external degree programs and other forms of nontraditional study.
- encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.
- serving the greatest number of students by holding College costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.
- relating the breadth of the curriculum to the availability of appropriate employment opportunities and the needs of business, industrial and public service agencies in the College's service area.
- offering continuing education programs to provide career updating, cultural enrichment and personal skill development.
- providing advisory, counseling and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.
- offering a variety of cultural, recreational and social activities to complement academic pursuits.

Accreditation

Of great importance to the reputation of a college is how it ranks scholastically with other colleges. Accreditation means that a college has been carefully evaluated and approved in its governance, in each curriculum, in the quality of its faculty, in the adequacy of facilities, library, equipment, and laboratories.

To assure its stature and academic excellence, a college obtains accreditation from both regional and national agencies and joins certain accrediting organizations.

Fairmont State College is fully accredited by its accrediting associations - the North Central Association of Colleges and Schools, the National Council for Accreditation of Teacher Education, and the West Virginia Board of Education.

Selected programs in the School of Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET). The following programs are currently accredited by TAC of ABET: A.S. and B.S. Civil, A.A.S. Drafting/Design, A.S. and B.S. Electronics, and A.S. and B.S. Mechanical Engineering Technology. The Aviation Maintenance Management option in the B.S. degree in Aviation Technology and the A.A.S. degree in Aviation Maintenance Technology are approved by the Federal Aviation Administration and meet the requirements of Federal Aviation Regulation 147.

Health Career programs in the School of Health Careers are accredited by their respective accrediting agencies. The Medical Laboratory Technology program is accredited by the National

Accreditation Agency for Clinical Laboratory Sciences; the Health Information Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs; the Nursing program is accredited by the West Virginia Board of Review Examiners for Registered Professional Nurses and the National League for Nursing; the Veterinary Technology program is accredited by the Veterinary Medical Association; and the Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

The College is also a member of the American Association of Colleges for Teacher Education, the American Association of State Colleges and Universities, American Council on Education, National League for Nursing, and American Library Association, West Virginia Library Association, West Virginia Press Association, and American Association of Community Colleges.

The Mission Statement of Fairmont State College

Fairmont State College, the largest of the state's four-year colleges, serves the counties of north central West Virginia. The college grants bachelor of arts, science, and education degrees, along with two-year associate degrees and one-year certificates.

Fairmont State College seeks to stimulate the cultural, intellectual, and economic development of north central West Virginia. The college is well aware, as the Carnegie Commission pointed out in 1985, that "knowledge must now be ranked, along with land, labor and capital, as a basic factor of production." Fairmont State College must offer strong regional leadership in identifying problems, planning solutions, and fostering regional progress. Its principal mission is to develop a creative, vigorous, optimistic attitude, combined with strong intellectual development, among the young people of the college's service area. Fairmont State College believes that only a knowledgeable citizenry can build, or fully benefit from, productive lives.

To fulfill its mission, the college concentrates its energies and resources on its students. Most of them are middle-class or working-class, often the first generation of their families to attend college. An increasing number are nontraditional students, adults returning to college or entering advanced education for the first time. Many are themselves parents. They rely on the college's wide range of programs and flexible schedules, without which their talents might remain undeveloped and be lost to the community. Generally, Fairmont State College's students lack the resources, and perhaps the inclination, to attend larger, less student-oriented schools. An aspect of Fairmont State College's mission, therefore, should be improved rates of retention and graduation so that those who are admitted may receive, whenever possible, the education they need for success in the modern world.

Since 1865 Fairmont State College has maintained an outstanding teacher education program. State educational objectives have changed over the years, and Fairmont State has led the way in effecting those changes. The college realizes that West Virginia can develop only through quality public schools. Clearly, the quality of our teachers is crucial for the progress of our region, both in economic competitiveness and in the quality of life for the citizenry. Excellent schools are the indispensable source of a new reputation for West Virginia, as having the cultural circumstances to attract and reward business investment. Teacher education is Fairmont State College's outstanding and most important strength. It is properly at the center of our institutional mission.

For a half century, Fairmont State has additionally served as a multipurpose institution, granting bachelor's degrees in the arts and sciences, in business administration, and in engineering technology. Specialized career-oriented programs have been added, such as nursing and criminal justice. Some of these newer programs, especially business and technology, have attracted very large student enrollments.

However, Fairmont State College continues a strong endorsement of intellectual development and intellectual values. Knowing that the world requires more than technical and commercial abilities, Fairmont State College also calls on the humanities, the natural sciences, and the social sciences to inculcate the analytical and creative abilities, along with the cultural insights, that make well-rounded, civilized men and women. Students with special interests and abilities often begin their higher education at Fairmont State College and then continue to attend graduate or professional schools.

Responding to the call for career-technical training in its twelve-county region, Fairmont State, in 1974, incorporated in its mission a community college component. The Community and Technical College awards associate degrees and certificates in business, social sciences, health careers, and engineering technology. Here the method of instruction can be as varied as the subject matter, for the Community and Technical College uses unique media such as television satellites to teach in the home, at vocational centers, high schools, and correctional institutions. Developmental courses, continuing education classes, and community programs for business and industry have also become part of the services provided through the Community and Technical College. Community and Technical College courses frequently lead our students into associate and bachelor programs, and from there to numerous career opportunities.

All four-year degree students undertake an important body of nonspecialized course work called the general studies program. The general studies program supports both the baccalaureate and associate programs by providing students with a core of courses to help them think, research, speak, and write clearly and effectively. At the same time, students learn about the interrelationships among the various disciplines. By incorporating general studies in every program, the college prepares its students for a lifetime of continued learning. College students must become inquisitive, articulate, responsible, and adaptable to a rapidly changing world.

The heart of Fairmont State College continues to be its people, those who conduct the academic, social, and administrative affairs of the school. Our faculty are knowledgeable and dedicated, committed to teaching and advising. They genuinely care that students learn. To assist them, the college supports a faculty development program, which helps the faculty keep current in their disciplines by providing opportunities for research, sabbaticals, conferences, workshops, and travel. Students, however, have more than academic needs. For that reason, Fairmont State provides a wholesome and stimulating campus environment in which they can develop. Freshman orientation, career guidance, professional advising, personal counseling, and college-sponsored activities enable our students to clarify personal goals.

Ours is a college identified with its community. Business, industrial, and government agencies turn to the college for technical assistance; local residents work with the students and faculty on cultural activities and performances; public schools and businesses cooperate with the college on projects of special interest. In turn, the college provides the educational programs that ensure the growth of the community.

Admission

General Admission Procedure

Students seeking admission to Fairmont State College must file an application for admission. Applications and supporting credentials must be on file at least two weeks prior to the opening of a semester or term. All credentials submitted in support of an application for admission become the property of the College and will not be returned to the student. Any student admitted upon the basis of false credentials will be subject to immediate dismissal from college. Any student admitted without complete credentials will not be permitted to preregister or register for the next term if the credential file is not completed during the initial enrollment period.

Students who fail to register during the semester or term for which they have been admitted must file another application in order to gain admission at a later date. Admission does not guarantee housing. Separate applications for space in residence halls must be submitted to Student Affairs.

Any change in local address of any student at Fairmont State College must be reported to the Registrar.

Admission Requirements

The application for admission must specify the degree or program objective. Admission is granted to Fairmont State College for bachelor degree programs and to the Fairmont Community and Technical College for associate degree and certificate programs.

Admission to Fairmont State College does not guarantee admission to specific programs. Admission to specific programs may be restricted due to limitations of staff, physical facilities, and space available for practical experience training. The standards and procedures for admission to limited enrollment programs are presented later in this section.

Required Forms and Credentials

All students applying for admission to Fairmont State College degree programs are required to complete and submit the following forms and credentials:

1. Regular student application form
2. Housing and financial aid request forms if applicable
3. Official high school transcript (except transfer students having more than 30 hours and a 2.0 average)
4. Official college transcripts
5. Official ACT or SAT scores
6. GED scores where applicable
7. A brief résumé of educational and work experience if the student has been out of high school for more than a year.

Special student admission requires only the special student application form.

Application forms are available through the Registrar's Office or on the College's homepage: http://www.Fairmont.wvnet.edu

The American College Test/Scholastic Aptitude Test

Fairmont State College requires the American College Test (ACT) or Scholastic Aptitude Test (SAT) of all degree objective and certificate applicants for admissions with exception of students who have been out of high school for five years or longer. All students are encouraged to take the ACT for scores on the test are used in placing students in English and Mathematics, for scholarships and loans, and in the academic counseling program. High school students are urged to take the test during their senior year. Financial aid applicants should take the test either during the summer prior to the beginning of the senior year, or on the October or December dates.

Immunization Requirement

All students of the State System of Higher Education under the jurisdiction of the State College System Board of Directors who were born after January 1, 1957, are required to provide proof of immunity to measles and rubella. Students are requested to provide proof of immunity on or before the date of enrollment.

Associate Degree and Certificate Programs

Admission to associate degree and certificate programs is open to all graduates of approved high schools.

Bachelor Degree Programs

Admission to four-year bachelor degree programs is restricted to graduates of approved high schools who have a 2.25 high school grade average (GPA) or at least a composite score of 19 on the Enhanced American College Test (ACT) or 910 on the Scholastic Aptitude Test (SAT). Also, applicants must satisfy the following minimum high school unit requirements:

Units (Years)	**Required Units**
4	English (including courses in grammar, composition, literature)
3	Social Studies (including U.S. History)
2	Mathematics (Algebra I and higher)
2	Laboratory Science (from Biology, Chemistry, Physics and other courses with a strong laboratory science orientation)
	Strongly Recommended Units
2	Foreign Language
	Elective Units
Remaining Units	It is recommended that the remaining elective units be chosen from subjects as computer science, fine arts, humanities, and typing.

Students in associate degree or certificate programs who have a 2.25 high school grade average (GPA) or at least a composite score of 19 on the Enhanced American College Test (ACT) or 910 on the Scholastic Aptitude Test (SAT) and have completed the minimum high school unit requirements listed above may transfer to a four-year bachelor degree program at any time.

Students in associate degree or certificate programs who have not completed the minimum high school unit requirements listed above, but are otherwise qualified for admission to bachelor degree programs, may transfer to a four-year program upon fulfilling the minimum high school unit requirements by successfully completing approved college equivalencies. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. The application for transfer must be submitted to and approved by the Admissions Office.

The recommended "college equivalency" courses, to be completed with a grade of "C" or better, are:

Math Deficiency:	Math 102 or 107 or 111.
Science Deficiency:	Biology 101 or Chemistry 101 or Geology 101 or Physics 101
English Deficiency:	English 104
Social Science Deficiency:	Any 3 hour course from the listing of History and Social Science General Studies Requirements

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The above requirements apply to entering students, including GED, and transfer students with fewer than 30 hours. The unit requirements do not apply to students who graduated from high school prior to 1990.

Students in associate degree or certificate programs who do not meet the requirements of a high school grade point average of 2.25 or the Enhanced American College Test (ACT) composite score of 19 or 910 on the Scholastic Aptitude Test (SAT) may qualify for transfer to a bachelor degree program upon completion of 30 semester hours that count towards graduation, 15 of which must be in general studies, with a 2.0 college grade point average. Any deficiency in the minimum high school unit requirements listed above must be removed before applying for transfer. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. If applicable, the letter of application must list those college courses that have been completed to fulfill the unit requirements. Further, this application for transfer must be submitted to and approved by the Admissions Office.

Admission as Special Students (Nonmatriculant)

Admission to Fairmont State College as a special or nonmatriculant student is open to anyone who has completed fewer than 15 semester hours cumulative at any college or university. The special or nonmatriculant student must be a high school graduate or a GED recipient. Admission as a special or nonmatriculant student is intended for students registering for occasional college courses with no degree objective. Students admitted as special or nonmatriculant students may complete up to a cumulative total of 15 hours of college credit. A student who has completed 15 hours of regular college credit is required to apply for admission to Fairmont State College for further study and meet all the requirements for admission for a specific degree or certificate objective.

Transient students from other colleges and universities will be admitted as special or nonmatriculant students upon receipt of written approval from the Dean or Registrar of their parent institution provided they have a minimum GPA of 2.0 or better.

Students who have completed a Baccalaureate Degree from any college or university will be admitted as special or nonmatriculant students upon receipt of written certification of degree from the granting institution.

High School Students

Outstanding high school students may be admitted as special students only, either in the summer following completion of the junior year in high school or during the senior year in high school. No more than 15 hours may be earned before admission as a regular student. In addition a student must meet the following criteria:

1. Complete the junior year of the high school curriculum.
2. Maintain a minimum 3.00 high school grade point average.
3. Recommendation by the high school principal.
4. File an application for admission.
5. Pay regular college fees.

Special Admission for High School Nongraduates

Students who are not high school graduates may be admitted to Fairmont State College by passing the General Educational Development (GED) Tests. They must be veterans, or persons over 19 years of age, or persons past the age they would have been had they remained in high school until they graduated. Such persons must have been out of school more than one year preceding application for admission. GED results must be sent directly to the Director of Admissions from the testing center. GED students who desire admission to a bachelor's degree program must meet the 1990 minimum high school unit requirements.

International Students

The application deadline for the fall semester is June 1, spring semester, October 1; and summer semesters, March 1. Admission application forms and credentials include:

a) submit an application for admission form;
b) achieve a minimum TOEFL (Test of English as a Foreign Language) score of 500;
c) submit officially certified credentials, TOEFL scores, health certificate, and proof of financial support, at least three months before the semester begins.
d) housing and financial aid request form, if applicable;
e) officially certified English translation of high school transcript;
f) official college transcript, if applicable;
g) ACT (American College Test) or SAT (Scholastic Aptitude Test) scores if available;
h) health certificate;
i) proof of financial support;
j) a brief résumé of educational and work experience if the student has been out of high school or college for more than a year.

English as a Second Language

ESL (English as a Second Language) courses are available for international students with limited English proficiency. The program focuses on developing skills in written and spoken English. Courses offered include Reading, Writing, Grammar and Speaking/Listening Comprehension. The ESL Program also assists students in preparation for the TOEFL (Test of English as a Foreign Language).

Developmental Skills courses may be taken in conjunction with ESL classes. Graduation credit is not awarded for ESL or Developmental Skills classes. A minimum score of 500 on TOEFL is required for admission into regular college courses.

Transfer Students

Any applicant for admission to Fairmont State College who has attended another institution of collegiate rank will be classified as a transfer student. The College does not, under any conditions, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. Transfer students must meet the admission requirements of Fairmont State College. They must provide evidence of good standing at the institution last attended, and must have maintained a 2.0 or better average on all college work previously attempted.

Credits and grades earned at any public institution governed by the State College System shall be transferable to Fairmont State College and will be counted for purposes of graduation, grade average, and honors. The transfer students from within the State system shall be treated the same for this purpose as generic students.

Students transferring fewer than 30 hours must provide an official copy of the high school transcript and ACT or SAT scores, along with the official college transcript. These students must also meet admission requirements of the program into which they are transferring.

Transferring Core Coursework

According to System Procedure No. 31 of the State College System, students who transfer from one state college or university to another may transfer core coursework that will count toward fulfillment of general studies requirements at the receiving institutions.

Under the terms of the agreement, a student may transfer up to thirty-two credit hours of undergraduate coursework in the areas of English composition, communications and literature, mathematics, natural science, and social science as general studies credits. Copies of the agreement are available in the Office of the Registrar.

Credit From a Junior or Community College

The maximum credit accepted from a Junior or Community College accredited by the North Central Association of Colleges and Schools or other regional accrediting association will not exceed 72 semester hours.

Regents Bachelor of Arts Degree

A student is admitted to the Regents Bachelor of Arts Degree Program by submitting the state-wide application form to Fairmont State College. Admission to this degree program does not provide for automatic admission to other programs at Fairmont State College. Any student under the Regents degree program must reapply and meet all admission requirements when changing from the Regents Bachelor of Arts Degree objective to any other degree objective at Fairmont State College.

Admission Policy for Limited Enrollment Programs

Application Deadlines:

Associate Degree Nursing	December 31
Aviation	March 31
Medical Laboratory Technology	January 31
Health Information Technology	January 31
Physical Therapist Assistant	January 31
Veterinary Technology	March 1

All documents must be on file by the deadline to assure complete consideration.

The credentials are organized by the Director of Admissions and submitted to the appropriate selection committee for consideration. Decisions are normally made by March 31 (May 1 for Aviation). All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. A strong math and science background is highly recommended. However, all applications of persons interested in the specific programs will be given every consideration in the selection process. Consideration will be given to students who have successfully completed college course work.

Students applying for Health Career programs who received a GED must provide ACT or SAT scores.

Nursing applicants must submit evidence of completion of high school or college chemistry, biology and algebra. Students seeking admission to the Medical Laboratory Technology program who have not had high school chemistry are required to take a basic introductory class in college chemistry.

Students should check with the coordinators of the programs for other specific requirements.

Admission Policy for All Teacher Education Programs

Admission to teacher education programs requires that students achieve acceptable scores on the Pre-Professional Skills Test (PPST). While students are permitted to take courses as freshmen, formal admission to teacher education is not normally initiated until the sophomore year. Freshmen who are interested in teacher education will be informed about the test battery, state minimum scores, costs, etc., in their initial professional education class, Ed. 200. Students should plan to take complete test battery in their sophomore year or when enrolled in the third education class, Ed. 303. Students who fail to achieve acceptable scores on all areas of the test battery will not be formally admitted to teacher education, nor will they be permitted to enroll in the next course in the sequence, Ed. 305, until they achieve acceptable scores and are eligible for admission to teacher education. In addition a Health Certificate, completed by the student's personal physician, is required and must be submitted during the initial education course. The Health Certificate is a prerequisite for all off-campus laboratory experiences in the surrounding public schools.

Students who have questions or need additional details should contact the Office of Teacher Education.

Continuing Education Units

Various activities of community interest are provided by the College with recognition as Continuing Education Units (CEU). Permanent records of CEU completions are kept in the Registrar's Office. CEU credit is not accepted toward completion of degree requirements.

Advanced Placement

Advanced placement and/or credit will be granted to entering freshmen who have qualified on the basis of the tests of the Advanced Placement Program of the College Entrance Examination Board. Scores of three, four, or five are required.

Physical Examination

Physical examinations are not required for admission to Fairmont State College, but students pursuing a degree in teacher education are required to have a physical examination by their personal physician. Physical examination forms will be sent to the students to permit sufficient time for their completing the physical examinations before reporting for the fall semester. Students should submit forms directly to the School of Education/Health and Human Performance.

All Health Careers students must have a physical examination prior to entering any Health Careers program; forms should be submitted to Program Coordinators. All Child Care students must have a physical examination prior to entering the program; forms should be submitted to the Home Economics Department.

Preregistration

All freshmen and transfer students who apply for admission may preregister during the summer preceding fall enrollment.

Registration

Each incoming freshman and transfer student must file an official transcript with the Director of Admissions at least two weeks prior to registration day.

At the beginning of each semester or term, all students are expected to complete registration on the days designated for this purpose. While all students are expected to register on time, late registration periods are permitted with prescribed limits as set forth in the schedule. Late registration fees are assessed in accordance with the fee schedule cited under Special Fees.

Admission to College Level English and Math Courses

As a result of freshman assessment and placement standards adopted by the State College System Board of Directors, the following requirements must be satisfied before enrolling in college level mathematics and English courses.

English

Students may not enroll in English 104 unless the minimum score prescribed below is earned on at least one of the following tests:

a. A score of 17 or above on the English section of the ACT.
b. A score of 410 or above on the verbal portion of the SAT.
c. A score of 37 or above on the writing skills test of the ASSET.

Students must also perform at an acceptable level on a writing sample evaluated prior to the beginning of the semester or during the first two weeks of the semester. Students not meeting the above standards must successfully complete Developmental Skills 107.

Mathematics

Students may not enroll in a mathematics course unless the minimum score prescribed below is earned on at least one of the following tests:

a. A score of 19 or above on the mathematics section of the ACT.
b. A score of 430 or above on the quantitative portion of the SAT.

Students not meeting the above standard must successfully complete Developmental Skills 105.

Nonresident or Off-Campus Credit

One hundred (100) semester hours of the 128 required for graduation shall be completed in regularly scheduled Fairmont State College courses. The 28 hours of permissible nonresidence courses may be earned by extension, home study (correspondence), radio, television, special examination and/or military service. Credit earned in home study will be accepted only when earned in a regionally approved college. CLEP or ROTC credit are excluded from the above limitation.

Auditing Courses

Students may be permitted to attend classes as auditors if they obtain written permission from their advisor and instructors in the classes they want to audit. No student who enrolls in any class as an auditor may, in the same semester, be considered as enrolled in the class for the purpose of obtaining credit.

Auditors are required to complete the regular registration forms and pay regular fees.

Special Examinations for Course Credit

Students may earn course credit by special examination. To apply for permission for such an examination, applicants must be enrolled in the College or must have completed one semester or summer session in Fairmont State College. Applicants must first schedule an interview with the School chairman or department representative who will evaluate the student's background, experience, and qualifications to establish eligibility and give permission to take the examination. In order to gain college credit by special examination, students must demonstrate better than average proficiency on the examination, as determined by the examiner. Examinations will not be given for college courses in which students have previously received a grade other than "W" or "WP."

Applicants must pay a fee of $22.00 per semester credit hour for each special examination. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.

College Level Examination Program (CLEP)

The College offers opportunities for earning course credit by examination through the College Level Examination Program. General examinations are offered in five basic areas: English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences-History. In addition, subject examinations are given in many specific fields of study. CLEP examinations are open to all, whether enrolled at Fairmont State or not. Information about course credits, examinations available, cost of examinations, and procedures for applying for examinations is available in the Student Affairs Office.

Articulation Policy

Articulation between Fairmont State College and regional high schools and vocational-technical centers permits students to receive college credit for certain course competencies and Tech Prep programs of study completed at the secondary level. Students are permitted to enter college at their level of competency and avoid duplication of course work.

Students should contact the Office of the Community and Technology College or their vocational- technical center for specific information concerning the articulation process.

Academic Credit for Military Service

Students who have completed basic training in military service may be granted a maximum of four semester hours credit, which may be used to satisfy General Studies physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar.

Advanced Standing

Based on the high school record and performance on the ACT or SAT, the Registrar will determine eligibility for advanced standing and credit in English and foreign language as follows:

English-Students may receive three hours of college credit in English 104 and may enroll in English 108 if they present four units of high school English with no semester grade of less than a "B" and a standard score of 25 or higher on the English section of the Enhanced ACT or 610 on the English part of the recentered SAT.

Foreign Language-Students who present one or more units of high school French or Spanish may enroll in French 102 or Spanish 102. Students who present two or more units of high school French or Spanish may enroll in French 201 or Spanish 201.

French or Spanish minor and French major-Students electing a minor in French or Spanish or a major in French may satisfy the elementary level requirement, French 101 and 102, or Spanish 101 and 102, by presenting two or more units of high school French or Spanish. These hours will not be recorded as college credit but will fulfill the requirement for the first six hours of the major or minor.

The Summer Session

Fairmont State College offers a ten-week summer session each summer. This session is made up of two terms of five weeks each. The requirements for admission and the character of the work offered are the same for the summer session as for the regular year.

All activities and facilities of the campus are available to students during the summer session. The student body is organized under its own leadership at the beginning of each session. A general program of social, recreational, and dramatic events is scheduled.

Special bulletins for the summer session are prepared for distribution. Those interested in working toward a degree, or in renewal of certificates, or in preprofessional courses, should write for the Summer Bulletin. Address: Registrar, Fairmont State College, Fairmont, West Virginia 26554.

Televised Courses

Each semester, courses by television are offered that will satisfy degree or elective requirements. Student attendance is required at a minimum of five Saturday classes for orientation, review, and mid-term and final exams.

Off-Campus Classes

Fairmont State College offers off-campus classes at Vocational Technical Centers and high schools throughout the 9 counties of North Central West Virginia. Coordination between on-campus full-time faculty and adjunct faculty who teach off-campus courses assures the same standards of quality as those offered on campus. All off-campus classes are governed by policies and procedures in effect at Fairmont State College.

Preparatory Art, Music, and Drama Programs

Art, music, and drama classes and private lessons taught by student and professional instructors are available to community, college, secondary and elementary students for an additional fee. Information may be obtained by contacting the School of Fine Arts office. College credit is not awarded for these courses.

Academic Common Market

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, and podiatry; the Academic Common Market provides access to numerous graduate programs. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the Director of Admissions or the State College System Board of Directors.

Expenses and Financial Aid

Resident Classifications

General

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or nonresident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and passed upon at least two weeks prior to registration and payment of tuition and fees. Students found to have made false or misleading statements concerning their residence shall be subject to disciplinary action and will be charged the nonresidents fees for each session therefore attended.

Residence Determined by Domicile

Domicile within the State means adoption of the State as a fixed permanent home and involves personal presence within the State with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the State prior to the date of registration, provided that such twelve months residence is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of resignation must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

Minors

Minors are defined by the West Virginia Code §2-2-10 as persons under eighteen years of age. The residence of minors shall follow that of the parents all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of unmarried and unemancipated minors. If the father and the mother have separate places of residences, minors take the residence of the parent with whom they live or to whom they have been assigned by court order. The parents of minors will be considered residents of West Virginia if their domicile is within the State.

Minor students who are properly admitted to an institution as resident students shall retain that classification as long as they enroll each successive semester.

Emancipated Minors

Emancipated minors may be considered as adults in determining residence, provided satisfactory evidence is presented that neither of their parents, if living, contribute to their support nor claim them as dependents for federal or State income tax purposes.

In the event that the fact of emancipation is established, emancipated minors assume all of the responsibilities of adults to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

Students Eighteen Years of Age or Over

Students eighteen years of age or over may be classified as residents if (1) the parents were domiciled in the State at the time the students reached majority and such students have not acquired a domicile in another state, or (2) while adults, students have established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that students must not be in the State primarily to attend an educational institution and they must be in the State for purposes other than to attempt to qualify for resident status.

Nonresident students who reach the age of eighteen years while students at any educational institution in West Virginia do not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

Students who are properly classified as residents at the time they reach the age of eighteen shall continue to be classified as residents as long as they enroll each successive semester and do not establish a domicile, or legal residence, in another state.

Change of Residence

Adult students who have been classified as out-of-state residents and who seek resident status in West Virginia must assume the burden of proving conclusively that they have established domicile in West Virginia with the intention of making their permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by persons' statements but also by their actions. The designated institutional officer in making the determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia Driver's license. Additional items of lesser importance including transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that students are not self-supporting, that they are carried as dependents on their parents' federal or state income tax returns or their parents' health insurance policy, and that they customarily do not remain in the State when school is not in session.

Military

Individuals who are on active military service or employees of the federal government may be classified as residents for the purpose of payment of tuition and fees provided that they established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and have at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes.

Aliens

Aliens in the United States on a resident visa, or those who have filed a petition for naturalization in the naturalization court and who have established a bona fide domicile in West Virginia, may be eligible for resident classification provided they are in the State for purposes other than to attempt to qualify for residency status as students.

Former Domicile

A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an instate residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 2 regarding proof of domicile and intent to remain permanently in West Virginia.

Appeal Process

The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as determined necessary for the processing of appeals.

Payment of Tuition and Fees

The West Virginia law provides that: "No financial credit of any type shall be extended to any individual, either student or other, at any State College or Institution. All Colleges and Universities in the State Higher Education System shall operate strictly on a cash basis with all payments and obligations being collected in advance." The State Codes (laws) of West Virginia now permit the Colleges and Universities to enter into a deferred payment contract with it's otherwise qualifying students for tuition only. Under this plan the student is required to pay a minimum of 60 percent during the registration period with the remaining 40 percent being due and payable before the end of the sixth week. There is a service charge equivalent to 18 percent APR on the unpaid balance. Ten days after the due date a late payment is charged in the amount of 5 percent or $5.00 whichever is less, plus a hold is placed on all records for non compliance. The student will not have completed the registration process until all fees, plus interest and/or any penalties have been paid in full. Fees can be paid with Visa/Mastercard and Am. Express.

Registration is not completed until a check covering payment of tuition, residence hall rent, board, and fees has cleared the bank upon which it was drawn. A late payment charge of $15 will be assessed after registration day; a $10 charge will be assessed on each check returned for "insufficient funds" unless the student can obtain an admission of error on the part of the bank. The Business Office shall declare the fees unpaid and registration canceled until the check has been redeemed and the additional charge paid. Student records will not be released by the Registrar's Office for any student who has a delinquent financial obligation to the College.

All outstanding amounts resulting from nonpayment of tuition and fees are the responsibility of the student. Withdrawal from college, officially or unofficially, will not cancel any financial obligation already incurred. Additionally, failure to pay all financial obligations may result in debts being turned over to a collection agency. Collection costs, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance.

Enrollment Fees Per Semester On and Off Campus

	WV Resident	Non-Resident
12 hours or more, full-time students	$1,053.00	$2,498.00
11 hours	968.00	2,288.00
10 hours	880.00	2,080.00
9 hours	792.00	1,872.00
8 hours	704.00	1,664.00
7 hours	616.00	1,456.00
6 hours	528.00	1,248.00
5 hours	440.00	1,040.00
4 hours	352.00	832.00
3 hours	264.00	624.00
2 hours	176.00	416.00
1 hour	88.00	208.00

New Student Orientation Fee (Non-Refundable Fee)	$25.00
Pre-Registration Fee (Non-Refundable Fee)	$ 4.00
Late Registration (Non-Refundable Fee)	$15.00
Technology Fee (per credit hour)	$5.00
Aviation Course Fee (per credit hour)	$30.00
Dormitory Room	
Double Occupancy, Morrow	$815.00
Double Occupancy, Pence and Prichard	$850.00
19 Meals (7 days per week)	$998.00
15 Meals (5 days per week)	$907.00
10 Meals (5 days per week)	$800.00
Damage Deposit	$100.00

All new students must pay a $25.00 New Student Fee-August term only. All new students and transfers-must pay a $4.00 Service Charge to set up a schedule. Students paying on-campus Tuition & Fees are entitled to participate in college activities and attend athletic events.

Cost of Each Summer Session

	WV Resident	**Non-Resident**
12 hours or more, full-time students	$951.00	$2,351.00
11 hours	869.00	2,156.00
10 hours	790.00	1,960.00
9 hours	711.00	1,764.00
8 hours	632.00	1,568.00
7 hours	553.00	1,372.00
6 hours	474.00	1,176.00
5 hours	395.00	980.00
4 hours	316.00	784.00
3 hours	237.00	588.00
2 hours	158.00	392.00
1 hour	79.00	196.00

Special Fees (Non-Refundable)

Late Registration Fee	$15.00
Graduation Fee (Inc. cap and gown)	$30.00
New Student Orientation Fee	$25.00
Transcript Fee (First Transcript is furnished free)	$3.00
(Priority Transcript Fee)	$9.00
Special Examinations for course credit (per credit hour)	$22.00
Late fee for Deferred Payment Plan	5% or $5.00 maximum

*The term "resident" refers to classification for fee purposes only.

Refund Policy for Tuition and Fees

A student who withdraws regularly from the college may arrange for a refund of fees, excluding special fees, in accordance with the following schedule. Refunds are determined from the first day of the school term, which begins officially with Orientation Week. The Official withdrawal date is certified by the Registrar.

Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

Students who pay fees on fall and spring registration days will be allowed to drop classes if doing so will result in a reduction of tuition. Classes may not be added or changed at this time.

Summer registration - Students will be permitted to preregister and pay in advance or to register and pay fees on registration day.

Semester Terms

During first and second weeks (beginning with Registration Day)	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	No Refund

Summer Terms

Registration Day through the first three days of classes	90%
Fourth through sixth day of classes	70%
Seventh through ninth day of classes	50%
Beginning with tenth day of classes	No Refund

Residence Hall Expenses Per Semester

Morrow	$815.00
Pence and Prichard	$850.00

Food Service

All residents of Morrow, Prichard, and Pence Halls are required to purchase a meal ticket for use in the College cafeteria or snack bar located in the Student Center. Campus Dining Services offers three meal plans.

A. Falcon 10 Meal Plan	$800.00 per semester
B. Falcon 19 Plan (19 meals 7 days per week)	$998.00 per semester
C. Falcon 15 Plan (15 meals 5 days per week)	$907.00 per semester

Students who do not live on campus may select from the following nonrefundable plans:

Any 100 meals per semester	$394.00 per semester
Any 75 meals per semester	$302.00 per semester
Any 50 meals per semester	$210.00 per semester
Any 25 meals per semester	$110.00 per semester

Summer School Room and Food Service

5 Day Meal Plan	$245.00
Room, Double occupancy for five weeks	$200.00
Damage Deposit (Refundable)	$20.00

Damage Deposit

This fee, less charge for any damage, is returned at the end of occupancy period . $100.00

Key Deposit

This is returned when the student vacates the residence hall room and returns the key to the Residence Director $2.00

Social Fee

The fee is to be paid when a student moves into a residence hall. It covers the cost of the local newspaper, TV Guide, television cable, Christmas party, and various other expenses of the hall $5.00

Payment of Room and Board

Regular term payment of room and board and $100.00 damage deposit must be paid on or before registration day. Summer term payment of room, board, and a damage deposit for a summer term must be paid in full by registration day.

Residence Hall Reservations

Applicants for residence hall reservations must pay a $100.00 deposit at the time the application is filed with the College. (This amount is subject to change at any time.) The deposit will be credited to the applicant's residence hall rent account. All applications must be filed with the Office of Student Affairs.

Notice of cancellation of room reservations must be received by the Office of Student Affairs by June 15. Otherwise the total amount of $100.00 will be forfeited. (Exception: Should the applicant be denied admittance to the College, a full refund will be made without regard to dates.)

Not more than ten percent of available living space in any campus residence hall may be assigned to out-of-state students.

Fee Payments

Tuition and fees may be paid by cash or check, or by Visa, Mastercard, Discover, or American Express bank cards. Students have the option of paying 60 percent of their tuition and fees by Registration Day and 40 percent plus interest within six weeks. Students receiving financial aid must apply 100 percent of their aid prior to paying 60 percent of the balance due.

Non-Payment of Tuition and Fees

All outstanding balances resulting from non-payment of tuition and fees are the responsibility of the student. Withdrawal from college, officially or unofficially, does not cancel financial obligations already incurred. Additionally, failure to pay all financial obligations may result in the account being sent to a collection agency. Collection costs, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance.

Financial Assistance

Financial aid in the form of scholarships, grants, loans, and employment is available to students who need assistance in meeting their college expenses. All funds are administered by the Financial Aid Office with approval of the Financial Aid Committee.

Need Based Aid Philosophy Statement

1. Fairmont State College's primary purpose in awarding financial aid is to assist those students who without such aid could not attend.
2. It is the position of the College that parents have the first obligation to provide for the education of their sons or daughters. The second obligation falls upon the students (and their spouses where applicable) to contribute to their own education from personal earnings and assets, including appropriate borrowing against future earnings.
3. Within its available resources, the College attempts to meet the financial needs of its students. A student's financial need is determined by subtracting the parent and/or student's contribution from the total cost of attendance. The total financial aid awarded a student shall not exceed the college budget.

Scholarship Philosophy and Procedure Statement

It is the intent of Fairmont State College, as an institution of higher learning to promote and foster the highest degree of scholarship from its students. The College actively recruits students who have excellent academic records and recognizes and rewards those who continue to excel.

The objective of the College's scholarship program is to foster the recruitment and retention of a diverse student body with special talents. To accomplish this objective a variety of merit scholarships are developed with special criteria (ex.: Honors Scholarships, Governor's Honors Academy Scholarships, Academic Discipline-Specific Scholarships, International Student Scholarships, Athletic Scholarships, etc.)

The College is ultimately responsible for final approval of scholarship programs and related policies and procedures. Further, various offices or committees are responsible for segments of the scholarship programs. The Fairmont State College Foundation, Inc., through the auspices of the Fairmont State College Foundation's Scholarship Committee, collaborates with the Financial Aid Office to explore new areas of scholarship development and expansion, and assist those interested in establishing new merit-based scholarships or enhancing currently established scholarship programs for FSC students. New scholarship programs are reviewed for consistency with institutional recruitment and retention goals and the scholarship philosophy statement, and must be reviewed and endorsed by the Faculty Senate Financial Aid Committee and approved by the President.

The College's Financial Aid Office also administers scholarship aid delivery for a wide range of externally-funded and managed merit and need-based scholarships received by FSC students.

Sources of Financial Aid

The Financial Aid/Scholarship Brochure details all sources of financial aid offered by Fairmont State College and is available on the College's homepage at http://www.Fairmont.wvnet.edu.

Definition of An Academic Year

For Pell Grant and Direct Loan processing, the academic year at Fairmont State College begins with the fall, continues with the spring, and concludes with the summer term.

Procedures for Obtaining Aid

1. Students must complete and submit an application for admission to the Fairmont State College Admissions office (new students only).

2. For first consideration of aid based on need, students must have the high school counselor submit a scholarship application to the Financial Aid Office no later than March 1.

Satisfactory Academic Progress for Federal Financial Aid

I. Federal aids affected by the policies below include: Pell Grant (Basic Education Opportunity Grant), Supplemental Education Opportunity Grant, College Work-Study Program, Perkins Loan, Direct Loan, Parent (PLUS) Loans, and the State Student Incentive Grant Program (West Virginia and other state grants).

II. Students placed on academic probation are not eligible for financial aid. Financial aid may be restored when a student is no longer on academic probation, has completed 75% of overall hours attempted, and as monies are available.

III. Students beyond the sophomore year must maintain an overall 2.0 grade point average.

IV. All degree candidates shall have a maximum time frame to complete their degrees.

A. Full-time Students

1. Bachelor Degree-Full time students enrolled in a Bachelor Degree program will have 6 years to complete this degree. They must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	22
4	22
5	22
6	22

2. Associate Degree-Full-time students enrolled in an Associate Degree program will have 3 years to complete this degree. They must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	22

3. One Year Certificate-Full-time students enrolled in one-year certificate programs will have 2 years to complete this degree. They must successfully complete a minimum number of hours each year.

YEAR	NO. OF HOURS
1	18
2	22

B. Part-time students who attend on less than a full-time basis, but on at least a halftime basis, may apply to the Director of Financial Aid for an extension of their eligibility for one semester for each semester that they enroll for less than full-time. Maximum eligibility of 12 years (24 semesters) for the Bachelor Degree, 6 years (12 semesters) for the Associate Degree, and 3 years (6 semesters) for a certificate. Part-time students must successfully complete 75% of the hours they attempt.

C. Students should be aware that a change from Certificate, Associate, and Bachelor degree programs to any of the other two programs, can increase or decrease the number of semesters of eligibility for financial aid.

V. Summer School-Summer school consists of two five-week terms. Students enrolled in six hours for either summer term are considered halftime for that term. If there is remaining eligibility, full-time Pell Grant payment can be made if a student is full-time both semesters with a combined total of at least twelve hours; three quarter payment for nine hours and half payment for six hours. Summer enrollment may affect the future status of aid eligibility in regard to hours completed against overall hours attempted and in regard to grades earned. If a student has lost aid due to unsatisfactory progress, the summer enrollment may be used to help render the student eligible for aid in succeeding semesters as monies are available. Financial aid is not available in the summer to students who are on academic probation. Hours attempted in the summer terms will be counted toward required progress as defined in IV.

VI. Federal Financial Aid recipients must be enrolled in degree granting programs.

VII. *FIRST TIME AID APPLICANTS, PLEASE NOTE:* Students who have been enrolled at Fairmont for 1 or more semesters before applying for and/or receiving federal financial aid must meet all satisfactory progress requirements before aid will be disbursed. The chart below will help such students to determine whether or not they are meeting the requirement.

A. *Bachelor Degree-Full-time*

No. of Semesters Enrolled	Cumulative No. of Hours
1	9
2	18
3	29
4	40
5	51
6	62
7	73
8	84
9	95
10	106
11	117

B. *Associate Degree-Full-time*

1	9
2	18
3	29
4	40
5	51

C. *One-Year Certificate-Full-time*

1	9
2	18
3	29
4	40

D. *Part-time*

Returning part-time students who have never had aid will need to have successfully completed 75% of the total hours they have attempted before they are eligible to receive aid. One-Year Certificate students who have already been enrolled for 4 semesters, Associate Degree students who have already been enrolled for 6 semesters, and Bachelor Degree students who have already been enrolled 12 semesters will need to apply for an extension as described in 1. B.

VIII. The Registrar does not consider an "incomplete" or a "withdrawal" as hours attempted. The Financial Aid Office does consider these two grades as hours attempted since they were utilized to determine a student's semester enrollment and payment status, i.e., full-time or part-time status. In addition, the Financial Aid Office does not consider these two grades or the grade of "F" as successfully completing the course, when hours completed are calculated.

IX. At the conclusion of any semester in which a student does not fulfill any of the above satisfactory progress requirements (s)he will receive a letter informing her/him that financial aid is being terminated. Eligibility for federal aid shall resume following the semester in which a student does meet all satisfactory progress requirements.

X. Mitigating Circumstances:

A. The time frame students have to complete a one, two, or four-year program is considered to be adequate and fair under the progress system. Thus, an appeal for additional time because of changing major or degrees is not likely to be granted, but it may be made to the Financial Aid Committee.

B. If students have utilized their maximum number of semesters, but still have borrowing eligibility under the William Ford Direct Loan Program, they may continue to borrow under that program by appealing to the Financial Aid Committee.

XI. Appeals:

Students who fail to meet any of the academic progress requirements may appeal to the Financial Aid Committee for reinstatement of financial aid. The major reason for appeal will be personal illness or the serious illness or death of an immediate family member (mother, father, sister, brother, husband, wife, legal guardian). Students may submit appeals based upon other circumstances, but in all cases they must do so in writing, providing as much documentation as possible. Students have ten (10) working days from the date of written notification to submit their written appeal to the Financial Aid Office. Within a reasonable time frame, the Financial Aid Committee will meet to consider the written appeal and provide a written decision to those who have appealed.

Academic Forgiveness and Financial Aid

For students returning and applying for academic forgiveness, please note that financial aid will not be available for that semester since a decision on forgiveness is not completed until the end of that semester (review Academic Forgiveness Policy).

Financial Aid Refund/Repayment Policy

Federal regulations require that students who receive federal financial aid and withdraw within certain time frames in any semester must return a portion if not all of the tuition refund to the federal programs less five percent administrative cost. In addition, students who receive gift aid from federal programs over and above tuition and fees must repay the portion designated for living costs after the withdrawal date.

- Withdrawal prior to the beginning of the semester and up to and including the first day of classes will result in a 100 percent refund less $100 or 5 percent (which ever is less) for an administrative cost allowance.

- Withdrawal from the second through the eighth day of classes will result in a 90 percent refund less the administrative cost allowance cited above. In a summer semester, a 90 percent refund will occur on the second and third class days.

- Withdrawal from the ninth through the twentieth days of classes will result in a 50 percent refund less the administrative cost allowance. In a summer semester, a 50 percent refund will occur on the fourth through the seventh class days.

- Withdrawal from the twenty first through the fortieth days of classes will result in a 25 percent refund less the administrative cost allowance. In a summer semester, a 25 percent refund will occur on the eighth through the thirteenth class days.

Since financial aid is expected to meet or help meet educational costs, any tuition and fee refund, up to the amount of financial aid received for that semester or summer session, shall be repaid to the financial aid program(s) from which the student received assistance. In addition, repayment of a portion of aid may be required if living costs for time spent as a student are less than the amounts issued.

The procedure of repayment is as follows for new students: refunds are to be distributed to the following in the order in which they are listed (1) Direct (Subsidized) Loan, (2) PLUS, (3) Direct (unsubsidized) Loan, (4) Perkins Loan, (5) Pell Grant, (6) (SEOG), (7) WHEG/JTPA/ other, and (8) student.

Veterans' Policies

The following policies and procedures will be observed by Fairmont State College for the purpose of determining satisfactory progress for all students receiving veterans benefits, the Veterans Administration will be notified of any veteran who is not maintaining satisfactory progress.

Probation or Suspension

The Veterans Administration will be notified immediately at the end of the semester of a student receiving veterans benefits who is either suspended or placed on academic probation by Fairmont State College. The Office of the Assistant Vice President for Academic Affairs supplies the Veterans Coordinator with a list of students suspended or placed on academic probation. This list will serve as the basis for notification to the Veterans Administration.

Class Attendance

Individual class attendance by all students receiving veterans benefits will be maintained and the Veterans Administration will be notified immediately when a student's absence from class is interfering with satisfactory progress in that class. The following procedure will be used in collecting attendance information:

1. All instructors will be provided with a list of students receiving veterans benefits.
2. The Veterans Coordinator will notify the Veterans Administration immediately that the veteran is not making satisfactory progress in specific classes because of irregular attendance.

If a student receiving veterans benefits withdraws from college or an individual class and the Veterans Coordinator has no prior notice of irregular class attendance, the official withdrawal date on the withdrawal form completed in the Registrar's Office will be assumed as the last date of class attendance.

Final Grade for All Courses Attempted

The final grade policy for all courses attempted applies to all students at Fairmont State College, including those receiving veterans' benefits.

Midterm Review

The Veterans Coordinator will review the midterm grade report for all students receiving veterans benefits and the Veterans Administration will be notified of any irregularities or indication of lack of progress on the midterm grade report.

Summary

As indicated above, students receiving veterans benefits are subject to all institutional policies of grading, attendance, and withdrawal. It is the responsibility of the Fairmont State College Veterans Coordinator to administer the procedures listed above and to notify the Veterans Administration, in every instance, indicating lack of satisfactory progress by the student receiving veterans benefits. There are no separate policies of attendance, withdrawal, or grade average calculation for students receiving veterans benefits. Veterans are informed that evidence of unsatisfactory progress during a semester may result in loss of benefits back to the point at which satisfactory progress ceased (i.e., irregular withdrawal from class).

Student Affairs

Fairmont State College provides many services to its students for the purpose of assisting them to adjust to the college environment. The Office of the Vice President for Enrollment Management and Student Affairs coordinates and assumes responsibility for all activities and services directly affecting the welfare of students.

Developmental opportunities are a significant part of the educational experience. The Office of Student Affairs encourages students' growth and development by assisting them to understand themselves, others, and their relationship to society. The Vice President for Enrollment Management and Student Affairs coordinates and assumes responsibility for all activities and services to achieve this objective. Services include career services, financial aid, residence life, counseling, student health services, child care, disability services, freshman orientation activities, student organizations, student activities, Student Government, and student (work-study) employment on campus.

Career Services

The Office of Career Services provides students and alumni with a variety of services. These services include career exploration, career/life planning, and job placement. Students can utilize interactive computer software and career counseling to clarify career options. An extensive career resource library is also available. Career Services provides the following:

- Assistance in declaring a major through a variety of assessment tools
- Personalized career counseling
- Information on employment trends, outlooks, etc.
- Internship/practical experience opportunities
- Seminars, career/job fairs
- Job placement class (Human Services 199)
- Graduate school information
- Internet job search
- Full and part-time job opportunities
- Access to job referral system and 24-hour hotline
- On-campus interviewing
- Career resources library
- Establishment of credential file

Freshmen through seniors and alumni are encouraged to take advantage of the services and resources. The Office of Career Services is located in Room 320 Hardway Building and is open Monday through Friday, 8:00 a.m. to 4:00 p.m. Evening appointments may be made by arrangement. (304) 367-4214.

Child Care Center

Fairmont State College offers a licensed Child Care Center on campus to serve students, faculty, and staff. The Center is located in Room 124 of the Education Building. The model facility offers an adjoining outdoor playground and developmentally appropriate learning activities for young children.

The Child Care Center serves children ages two years old and toilet trained to eight years old including all third grade and is open from 7:30 a.m. - 4:30 p.m. (Monday - Friday.) The Center operates only on days when FSC classes are in session, and does not operate during the summer.

Payment from the Department of Health and Human Resources is accepted for those families meeting eligibility requirements. The Center is sponsored jointly by Student Affairs, the Department of Family and Consumer Sciences, and Student Government and serves as a training site for Fairmont State College students in various academic areas working with young children.

For more information, contact the FSC Child Care Center at 367-4366.

College Counseling Service

The counselors in Student Affairs offer professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. The staff consists of professionals trained in clinical practice and counseling that are experienced in dealing with problems of college students. These services are available to all students in the belief that students often find significant benefit in counseling as a means of increasing self-awareness, maximizing potential and making the college experience more productive and meaningful. Contacts with the College Counseling Services are held in strict confidence. Appointments may be made by telephone or in person.

Residence Life

Fairmont State College maintains three residence halls which accommodate approximately 437 students. Each residence hall provides a learning environment which is designed to enhance academic and social life.

Residence Standards

1. All unmarried freshman students who do not commute or who do not reside with their families are required to reside in college housing so long as space is available.
2. All residence hall assignments are made for the entire academic year; students may not move or transfer from any residence hall, except to graduate, to withdraw for the remaining part of the academic year, to marry and live with their spouse, to commute to take care of an incapacitated parent, to adjust to a different living pattern necessitated by severe financial reverses of the parent(s), or to move to a different environment for health reasons.
3. Applicants for room reservations must pay a $100 deposit at the time of application; this fee will be credited to the applicant's room-rental account. Notice of cancellation must be received by Student Affairs by June 15 or the $100 deposit is forfeited. A $100 deposit is required of students who wish to reserve a room for the spring term. This deposit will be returned upon notice provided that the request for a refund is received before December 31. A $100 damage deposit shall be paid at the time of registration; this fee, less any damage, will be returned at the time of withdrawal from the residence hall.
4. All residence hall students and their parents or guardians are responsible for being familiar with the purchase of meal tickets, the code of behavior, and all other regulations that are listed and explained in the Residence Life Handbook.
5. The College reserves the right to limit the number of students in the residence halls under its control.
6. The College reserves the right to limit the number of out-of-state students accepted to live in the residence halls.
7. Students who live in Pence, Morrow, or Prichard Hall must purchase a meal ticket for the Dining Hall.
8. A student who is absent from a residence hall for seven consecutive days will not be charged for meals provided that the food service director is notified in advance. No deduction in room rent, however, will be allowed regardless of the cause of absence. There is no refund of room rent to students changing residence or withdrawing during a term or semester.
9. Room rental, and a meal ticket must be paid in full for a semester on or before registration day.
10. Residence halls will be closed during the spring recess and during the Thanksgiving and Christmas vacations.
11. In cases where a preponderance of circumstantial evidence of stealing exists, the student's room will be searched in accordance with the Student's Rights and Responsibilities of Fairmont State College; Section: Rights to Privacy.
12. Any residence hall students who are suspended or expelled from Fairmont State College for disciplinary reasons may forfeit their right to any residence hall refund.

Institutional Testing Program

Several standardized comprehensive tests are essential for special groups of students. These tests include, but are not limited to, the following:

American College Testing Program (ACT)

All entering freshmen are required to take this test. Registration for classes is contingent upon its completion.

College Level Examination Program (CLEP)

Students who wish to obtain credit by examination may take this test. Courses available for credit are limited. Tests are given the third week of each month with the exception of December and February. Applications and information are available in Room 319 Hardway Building.

Graduate Record Examination (GRE)

This test is optional for students graduating who expect to attend graduate school. This should be taken during the senior year. Application and information are available in Room 319 Hardway Building.

National Teachers Exam (NTE) Specialty Area Tests and Principles of Learning and Teaching (PLT) Tests

Students graduating with a Bachelor of Arts Degree in Education are required to take these tests and to achieve the minimum acceptable score for each teaching specialization and developmental level in order to be recommended for licensure. Students normally should take the examination during the final semester or term of their senior year. Applications and information are available in Room 319 Hardway Building.

Pre-professional Skills Test (PPST)

Teacher education students must take this test battery prior to enrollment in Education 303. The test battery includes reading, mathematics, and writing. Minimum acceptable scores are required for formal admission to Teacher Education and eventual recommendation for graduation and licensure as a teacher. Applications and information are available in Room 319 Hardway Building.

Disabled Services

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, certain accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for Students with Disabilities, who is located in Student Affairs, if these services are desired. The Assistant Vice President for Academic Affairs is notified and provided written documentation of the required academic accommodations and apprises advisors, school chairs, and instructors of this information each semester. Priority scheduling procedures have been established for students with disabilities. Students should contact their advisor for priority class preregistration. For additional information refer to the brochure "Services for Students with Disabilities" available in Student Affairs.

Student Orientation

New students arrive on the campus in advance of other students to become acquainted with the campus, buildings, academic programs, student activities, and student welfare in general. Throughout the orientation period, new students are assisted and guided by trained student counselors, who are sympathetic to the individual problems of students.

Student Health Service Center

A physician assistant and a registered nurse are available to examine and advise students in matters pertaining to their health. When college is in session, a nurse is available from 8:00 a.m. until 4:00 p.m., M-W, 8:00 a.m. until 6:00 p.m. T-Th, and 8:00 a.m. until 12:00 noon on Fridays in the College Clinic in Colebank Hall for first aid and for the treatment of minor ailments. The college physician assistant has regular campus office hours Monday-Friday on a limited daily basis.

Learning Skills Center

The Center provides instruction in developmental and accelerated skills. Developmental Skills courses which are available in writing, reading, and mathematics, cannot be used for graduation credit; however, such credit is counted in determining full-time student status. Accelerated Skills courses which are available in vocabulary, reading, and tutor training are offered for credit. Students who wish to use the services of the Center may enroll in courses or arrange for tutorial assistance by contacting the Coordinator of the Program. The Learning Skills Center Laboratory and offices are located on the second floor of Jaynes Hall.

Tutoring Program

Fairmont State College provides an accredited Tutoring Program under the supervision of the Learning Skills Center. All Fairmont State College students are entitled to 10 hours of free tutoring each fall and spring semester. Trained tutors are available through the Tutoring Office on the second floor of Jaynes Hall.

Multicultural Affairs

Fairmont State College is dedicated to promoting multiculturalism through the enhancement and enrichment of the quality of life for all by creating and maintaining an environment that promotes cross-cultural understanding, and seeks to educate and support an environment which prepares individuals for participation in an increasingly diverse world, one in which academic freedom prevails cohesively with respect for and appreciation of differences and similarities of race, national origin, color, ethnicity, disabilities, religion, sexual orientation and gender.

Multicultural Affairs is part of an integral team composed of all components of Fairmont State College. The Multicultural Affairs Office was established to develop and implement programs and services for the purpose of enhancing and enriching the quality of life for faculty, staff and students. Emphasis is given to supporting and maintaining an environment which encourages minority students to fulfill their educational objectives and potentials.

Multicultural Affairs is committed to developing programs which expand opportunities for minority students to stimulate their interest, demonstrate their competence and facilitate their entry into the professional arena. Inclusive of the various programs offered are leadership workshops, survival skills workshops, strategies for success workshops, minority history celebrations, gospel chorus, and alumni society.

Academic Advising Center

The Academic Advising Center offers direct advising services to those students who have not selected a degree program (undeclared majors), to prospective students, and to part-time/special students. The advising is provided by faculty members who are specifically trained to meet the special needs of these students.

The Center is located on the third floor of the Hardway Building and is open between 8:00 and 4:00 p.m., Monday through Friday. The Center also offers evening appointments as an additional convenience for students.

The purpose of the Academic Advising Center is to provide the undecided student with comprehensive advising as well as interpersonal professional support. A concerted effort is made to address the various academic problems and concerns which may impede the student's successful completion of the required general studies curriculum and selection of an academic program.

Undeclared majors will be assigned to the Academic Advising Center upon entrance to the College. Faculty members may refer any student with academic concerns directly to the Center for academic guidance.

Services:

Formalized advisor/advisee conferences scheduled throughout the semester.
Academic assistance and guidance on a drop-in basis for students with immediate concerns or questions.
Processing of change/declaration of major.
Summer advising/registration of all new students.
Workshops sponsored by the Center relevant to maximizing academic success.
Direct information and referral assistance to campus and community services.

General Regulations

In matters concerning student rights, responsibilities, and social conduct, special reference should be made to the published Student Handbook and the Parking and Vehicle Regulations brochure.

Student Automobile Regulations

Because of the large number of vehicles used by students, traffic on the College campus is seriously congested. In the interest of safety and service, rigid regulations have become necessary. All parking is limited to defined areas, and restricted parking is established in certain areas.

Additional information may be found in the Student Handbook.

Musick Library

The Library occupies the second and third floors of the Musick Library Building. The Library facility features individual study carrels, many of which are equipped for the use of audio-visual materials.

The Library is supportive of the academic programs of the College and therefore acquires a variety of informational resources. Books, journals and audio-visual materials pertaining to all areas of the curriculum are available. Moreover, materials not owned by the Library may be secured through interlibrary loans.

The Library presently contains some 240,000 volumes and subscribes to 825 periodicals. Many books and journals are maintained in microform for which the Library provides appropriate reading facilities. As a selective depository for U.S. government documents, the Library houses a collection of 20,000 government publications. All Library materials are shelved in open stacks and are directly accessible for students and faculty.

The Library is fully automated and its on-line system, MountainLynx, provides accessibility to all resources housed in the Musick Library, the learning Resource Center, the Clarksburg Center, and the Robert C. Byrd National Aerospace Education Center. MountainLynx also provides accessibility to several periodical indexing and abstracting services and to other electronic databases. The system provides access to the catalogs of other libraries in West Virginia and to the catalogs of selected libraries situated throughout the nation. MountainLynx is accessible from several locations in the Library and from remote sites as well.

Media Services

Media Services occupies the first floor of the Ruth Ann Musick Library. Through its specialized facilities and personnel, Media Services attempts to fulfill its primary purpose of providing coordination, design, and application of educational technology in support of the college's ongoing instructional process. Services include the design, production, or coordination of a wide range of photographic, traditional audio/visual, graphics, satellite downlink, and video services. Media Services also provides an extensive on-campus a/v equipment repair service and maintains a library of faculty selected videos and films.

Student Government Association

Student Government at Fairmont State actively seeks to supplement the academic atmosphere with intellectual, cultural, and social activities. Student Government members are involved in all aspects of life on campus and work cooperatively with the college administration.

Every segment of the student body is represented in the Government. Members are elected each spring by the student body and receive special training for their positions. The association is comprised of the president, vice president, secretary, treasurer, parliamentarian, representatives of the four classes and other groups. An advisor is assigned by the Vice President for Student Affairs.

Student Government meets weekly in 128 Hardway Hall. All meetings are open and any student is welcome to attend.

Dining Hall

Buffet style breakfast, lunch, and dinner are served daily in the College Dining Hall with the exception of an evening meal on Sunday. Varied menus of reasonably priced foods are available. Most student organization banquets are held in the Dining Hall; however, permission for the use of this facility must be obtained from the Facilities Committee.

Turley Center

The Turley Center is a modern, spacious building centrally located on the campus. It houses the College Bookstore, a snack bar, the ballroom, meeting and recreation rooms and a study lounge.

In the Bookstore, students may purchase all textbooks, stationery, school supplies, cards, and various gifts and sundry items. Stamps are available for purchase and packages are weighed for mailing.

The snack bar serves hot food and is provided as a service to the large commuter contingent of the campus population as well as on-campus students.

A Ballroom and meeting rooms are available to on-campus groups without charge and can be scheduled through the Office of the Assistant to the President.

Recreation rooms provide facilities for participation in pocket billiards, ping-pong, chess, backgammon, and checkers. Various tournaments are held each semester under the direction of the student center activities coordinator.

The study lounge is furnished to provide a quiet, relaxing atmosphere to assist serious-minded students in their preparation for academic endeavors.

Clubs, Honor Societies, and Social Organizations

Fairmont State College students have organized over 80 clubs and honorary organizations for the promotion of interests in various subject matter fields, the recognition of outstanding achievement in various campus activities, and for general social purposes. A list of the currently active organizations can be found in The Student Handbook or in Room 319 Hardway Building.

Religious Organizations

Organized groups on campus include the Newman Center sponsored by the Roman Catholics, the Wesley Foundation sponsored by the United Methodists and Presbyterians, and the Baptist Campus Ministry related to the American Baptist Church. A complete list of active organizations are available in the office of Student Affairs.

Services of ministers of many denominations are available to the campus at all times through the Newman Center and Wesley Foundation.

Publications

Student publications are comprised of *The Columns*, the student newspaper, *The Mound*, the yearbook, and *Whetstone*, an art and literary magazine.

Staff positions are open to all interested students. Application forms are available in Room 121 Musick Library, the student publications business office.

Students participating as staff members may also receive one-hour college credit for their work by enrolling in Journalism 199 (Section 01, for *Columns*; Section 02, for *Mound*; Section 03, for *Whetstone*) and performing duties as assigned by the editor.

Editors of the respective publications are chosen annually by the Student Publications Board, the governing body of all student publications.

All publications allow students to showcase their writing, photographic, and graphic skills in professional settings using advanced computer technology.

The Columns is published ten times per semester and is distributed campus-wide by noon each Monday. *Whetstone* is published each semester. *The Mound* is published annually.

All publications are financed primarily by student fees.

Music Organizations

Performing organizations in the Music Department are open for the participation of all interested and qualified students at Fairmont State College.

Instrumental organizations include the Falcon Marching Band, FSC Concert Band, College-Community Symphony Orchestra, Brass Ensemble, Percussion Ensemble and Stage Band. Additional Chamber ensembles are organized on occasion under faculty supervision.

Vocal ensembles include the Collegiate Singers, Chamber Choir and the College- Community Chorus. Additional ensembles are organized on occasion under faculty supervision.

All musical ensembles present concerts on and off campus during the school year. Interested students should contact the Music Department for additional information.

Forensics (Public Speaking and Debate Activities)

Traditionally Fairmont State College offers a variety of programs for all students interested in public speaking and debate. Participation in all of these activities is open to any full-time student in good academic standing at Fairmont State College. All activities are under the direction of the Speech Communication and Theatre faculty.

The Intercollegiate Debate Squad annually participates in 10 to 15 intercollegiate debate tournaments at colleges and universities throughout the Eastern United States. The debate squad also sponsors and participates in public exhibition debates, television and radio presentations. Fairmont State College is a member of the National Forensic Association and the American Debate Association and a subscriber to the American Forensic Association Code of Forensics Program and Forensics Tournament Standards for Colleges and Universities.

Students may participate in intercollegiate public speaking contests in oratory, extemporaneous speaking, persuasive speaking, impromptu speaking and after-dinner speaking. Students who have demonstrated mastery of theatre studies and excellence in theatre performance or technical theatre are offered membership in the Alpha cast of Alpha Psi Omega, the National Dramatic Honorary.

All full-time students have the opportunity to participate in the Annual M.M. Neely Oratorical Contest. The contest is a persuasive speaking event which is endowed by the heirs of the late U.S. Senator and Governor of West Virginia, M.M. Neely. All speech communication majors and minors must compete in the Neely Contest as a final recital presentation.

The FSC Chapter of Delta Sigma Rho-Tau Kappa Alpha, the national forensics honorary, recognizes outstanding students through membership in the local chapter.

Theatre

Fairmont State College traditionally offers an active theatre program for performer, technician, and theatre goer.

The Masquers, since 1923 the student theatrical production organization, present a season of plays, varied in style and period, usually in Wallman Hall during the fall and spring semesters. The plays are directed, designed and supervised by the Speech Communication and Theatre faculty. Acting roles and positions on the production crews are open to the student body on a voluntary or course credit basis. Performances are open to the public. Membership in Masquers is open to the student body and is earned through participation with the college theatrical productions.

Since 1960 the Masquers' Town and Gown Players have presented a season of plays during the summer months. Students enrolled in summer Theatre courses work along with the members of the Resident Company (selected experienced students receiving a grant for full-time acting and technical work) and members of the community to bring a season of light summer theatre fare (comedies, musicals, children's plays) to Northern West Virginia theatre goers and to provide a cultural, recreational, and educational outlet for all participants. The plays are directed, designed, and supervised by the professionally trained members of the Speech Communications and Theatre faculty and/or guest artists. Acting roles and positions on production crews are open to the public as well as to the students, faculty, and staff at Fairmont State College on a volunteer or credit basis.

The Masquers, Jr., periodically present a play for a children's audience. It is produced in conjunction with Theatre 352, Children's Theatre Practicum, but participation through acting roles and production crews is often open to the student body.

The Studio Theatre presents student-directed and faculty-directed presentations in a studio/experimental setting in Room 314 Wallman Hall. Acting roles and positions on production crews are open to the student body.

The Masquers Reader's Theatre provides theatre presentations open to the public. Also, an active program in intercollegiate oral interpretation is offered to all students.

Intramural Sports

A regular program of intramural sports is sponsored for the benefit of all students. Various activities are organized for competitive play among groups and organizations. At certain times the pool is open for intramural and recreational swimming. Such facilities as the conditioning room are open for individual and group participation under the supervision of staff members who direct the overall program. Individual participation with selected equipment is offered for those interested and concerned with personal development.

The intramural program includes the following activities: flag football, tennis, volleyball, basketball, bowling, golf, softball, horseshoes, badminton, swimming, foul shooting, backgammon, billiards, racquetball, shuffleboard, spades, sweet 16, and table tennis.

Intercollegiate Sports

Fairmont State College sponsors an intercollegiate athletic program for men in football, basketball, baseball, cross-country, golf, tennis and swimming. The intercollegiate athletic program for women includes tennis, golf, basketball, volleyball, swimming, and cross-country. There are fine indoor and outdoor facilities and equipment for physical education and recreation. All students are free to participate in any one or more of the intercollegiate sports and in all recreational activities.

Athletic Policy

The program of intercollegiate sports at Fairmont State College is supervised by a Director of Athletics, who is assisted in the planning of the program by an athletic committee of the faculty.

The general objectives of the intercollegiate sports program at Fairmont State College are to teach young men and women the values of sportsmanship, good physical conditioning, and the disciplinary and social values of organized team play. Specific values include the training afforded prospective coaches and physical education instructors through participation and the possible acquisition, to some extent, of experiences and skills which may furnish recreational outlets following graduation.

In pursuance of the policies recommended by the North Central Association, the following minimum standards governing intercollegiate athletics are maintained:

- The ultimate responsibility for the conduct of the athletic program rests with the President.

- The members of the coaching staff are members of the faculty and have professional status, qualifications, and salaries, as do other faculty members.

- Students participating in athletics are admitted by the Director of Admissions on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.

- The award of scholarships, student loans, and student employment to athletes are made through the same agency of the College and on the same basis as grants of aid to all other students. All employed students are required to give full and honest work for pay received.

- All athletic funds are handled by the Business Office of the College. An audit of the receipts and disbursements of these funds is made annually by the Legislative auditors.

- An effort is made to compete only with colleges having similar educational and athletic policies.

- Fairmont State College is a member of the West Virginia Intercollegiate Athletic Conference and the National Collegiate Athletic Association (NCAA). Athletic participation is regulated and controlled by the eligibility rules of the Conference. Copies of these rules are on file in the Office of the Director of Athletics.

Alumni

The Alumni Association of Fairmont State College is the official organization of all graduates and former students of the "old" Fairmont State Normal School, Fairmont State Teachers College, and Fairmont State College.

The history of the Alumni Association dates back almost to the founding of the institution. A meeting was held on Commencement Day, June 27, 1873, at which time the twenty-nine graduates formed the Association.

Events of special interest to alumni include the Annual Homecoming celebration during the fall semester. Festivities begin on Thursday evening and continue through Saturday and include a parade, banquet, and business session. During commencement weekend the class of 50 years ago returns to the campus for a day's visit and dinner as guests of the Alumni Association and the College. This group of alumni who graduated 50 years ago or more automatically become members of the Emeritus Club. The unit was formed in 1963. In addition, the Alumni Association funds one scholarship each year—to a son or daughter of FSC alumni. The scholarship, worth $500, is awarded by the Financial Aid Office based on criteria set by the Alumni Association. Another $1,000 award is given annually to an education major in honor of former president Wendell Hardway.

Information concerning the Alumni Association may be obtained by writing to the Alumni Office, Fairmont State College, Fairmont, West Virginia 26554.

Academic Information

The five baccalaureate degrees granted by Fairmont State College are Bachelor of Science, Bachelor of Science in Engineering Technology, Bachelor of Arts, Bachelor of Arts in Education, and Regents Bachelor of Arts. For each of these five degrees a minimum of 128 semester hours of credit is required. An Associate of Arts, Associate of Applied Science, or Associate of Science degree is also granted upon successful completion of at least 60 semester hours in the two-year curricula. A Certificate is offered in one area.

Degree Programs

Bachelor of Arts, Bachelor of Science
Bachelor of Science in Engineering Technology
Regents Bachelor of Arts

	Minimum Semester Hours Required		
	Degree	**Major**	**Minor**
Allied Health Administration	B.S.	128	
Architecture Engineering Technology	B.S.E.T.	129	
Art			24
Aviation Technology	B.S.	128-137	
Airway Science		135	
Aviation Maintenance Management		137	
Avionics Maintenance Management		129	
Aviation Administration		128	21
Biology	B.S.	67	25-28
Business Administration	B.S.	51-54	
General		51	21
Accounting		56	18
Business Data Processing		54	
Economics		51	18
Finance		54	18
Management		51	
Marketing		51	
Office Administration		53	24
Clerical			26
Retail Management			18
Chemistry	B.S.	65	22
Child Care			22
Civil Engineering Technology	B.S.E.T.	131	
Computer Science	B.S.	48-49	18
Criminal Justice	B.S.	60	18
Law Enforcement		60	
Corrections		60	
Education			18
Electronics Engineering Technology	B.S.E.T.	132	19
English	B.A.	42	21
English (Business and Technical Writing)			18
Family and Consumer Sciences	B.S.	128	21
Child Development		39	
Fashion Merchandising		42	
Family and Consumer Specialist		46	
Interior Design		43	
Hospitality and Restaurant Management		41-56	
Fashion Design			21

Food Service Management			22
French	B.A.	30	24
Geography			18
Graphics Technology	B.S.	130	21
Electronic Publishing/Imaging		130	
Printing Management		130	
Graphics/Fine Arts	B.S.	79	
Health Science	B.S.	50	19
History	B.A.	60	21
Interdisciplinary Studies	B.A.-B.S.	48	
International Studies			21
Interior Design			20
Journalism			18
Journalism (Business and Technical Writing)			18
Library Science			24
Manufacturing Engineering Technology	B.S.E.T.	136	
Mathematics	B.S.	47	24
Mechanical Engineering Technology	B.S.E.T.	132	
Music			26
Nursing	B.S.N.	132	
Philosophy			15
Physical Education	B.S.	43	20
Physics-Physical Science			31
Political Science	B.A.	30	18
Public Administration			21
Psychology	B.S.	37-52	18
General		37	18
Industrial-Personnel		46	
Community Service		52	
Recreation Leadership			25
Regents B.A. Degree	B.A.	128	
Safety/Environmental Engineering Technology	B.S.E.T.	128-133	
Sociology	B.S.	30	18
Human Services		72	
Spanish			18
Speech Communication	B.A.	39	25
Technology			23
Theatre	B.A.	35	25

Bachelor of Arts in Education

Early/Middle Education Multi-Subjects K-8	48
Mentally Impaired K-12	21
Specific Learning Disabilities K-12	21
Middle Adolescent Education	
Subject Specialization 5-8	
Mathematics through Algebra I	22
Single Teaching Fields 5-12, 9-12	
Art	44
Biology (9-12)	45
Business Education, Principles (9-12)	47
Chemistry (9-12)	38
English-Language Arts	48
French	33
General Science	38
Health	32
Technology Education	45

Physics (9-12)	35
Oral Communications (Speech Communication and Theatre)	36
Comprehensive Teaching Fields 5-12	
Business Education (9-12)	56
Family and Consumer Sciences	50
Mathematics	36
Technology Education	67
Social Studies	60
Early Middle or Middle Adolescent Subject Specialization K-12	
Art	61
Music	68
Physical Education	43
School-Library Media	24

Fairmont Community and Technical College
Associate of Arts, Associate of Science
Associate of Applied Science, Certificate Program

	Degree Offered	Minimum Semester Hours Required
Applied Design		
Fashion Design	A.A.S.	65
Interior Design	A.A.S.	65
Architecture Engineering Technology	A.S.	63
Aviation Maintenance Technology	A.A.S.	69
Avionics Maintenance Technology	A.S.	63
Business Administration		
Accounting	A.S.	65
Banking	A.A.S.	65
Finance	A.A.S.	65
General Business	A.A.S.	65
Retail Management	A.A.S.	65
Child Care	A.A.S.	66
Civil Engineering Technology	A.S.	66
Clerical	A.S.	64
Criminal Justice	A.A.S.	65
Drafting/Design Engineering Technology	A.A.S.	67
Electronics Engineering Technology	A.S.	68
Food Service Management		
Institutional Food Management	A.A.S.	65
Dietary Manager	A.A.S.	65
Culinary Arts	A.A.S.	65
General Studies	A.A.	64
Graphics Technology		
Commercial Design	A.S.	65
Electronic Publishing/Imaging	A.S.	65
Printing Production	A.S.	65
Health Information Technology	A.A.S.	67
Information Processing	A.A.S.	65
Manufacturing Engineering Technology	A.S.	66
Mechanical Engineering Technology	A.S.	69
Medical Laboratory Technology	A.A.S.	76
Nursing	A.S.	69
Occupational Development		
Building and Construction Trades	A.A.S.	64

Child Care Practitioner	A.A.S.	65
Correctional Officer	A.A.S.	68
Fire Fighters	A.A.S.	63
Food Service Specialist	A.A.S.	64
Office Specialist Certificate		
Clerical		35
Secretarial		32
Physical Therapist Assistant	A.A.S.	72
Secretarial Studies	A.S.	64
Sign Language Interpreter	A.A.	64
Technical Studies		
Wood Production Technology	A.A.S.	66
Veterinary Technology	A.A.S.	75

Grading System

The following system of grading is used within the institution:

A — Superior, given only to students for exceptional performance.
B — Good, given for performance distinctly above the average in quality.
C — Average, given for performance of average quality.
D — Lowest passing grade for performance of poor quality.
F — Failure. Course must be repeated if credit is to be received.
FIW — Failure because of irregular withdrawal.
I — A temporary mark, given only when students have completed most of the course, but are unable to conclude it because of illness or some other unavoidable circumstance. Beginning with courses taken during the first semester, 1975-76, the letter grade "I" will be omitted from the calculation of the grade point average for a period of one year following the issuance of the "I." Along with any grade report containing the grade "I" and for each letter "I," the instructor must submit a brief description of the "part of the course" not completed by the students. This statement, to be reviewed by the appropriate school chairperson and filed in that office, is to be written on a three-part form which is also used by the instructor to report the grade for replacing the "I" during the year following the issuance of the "I." At the end of the one-year period, the instructor must submit a final grade. If no change is made by the instructor, the grade "I" will be changed to "F" before calculation of GPA for graduation.
W — Withdrew.
CR — Credit. Does not affect quality points.
NC — No Credit. Does not affect quality points.
P — Pass, Successful completion of the student teaching experience.

Quality Points

The quality of a student's work is indicated by quality points.

Candidates for graduation must have at least twice as many quality points as semester hours attempted; that is, a point-average of 2.00 on all college work and on all work completed at Fairmont State College. Quality points for grades A, B, C, D, are computed as follows:

A—Four (4) quality points for each semester hour of credit.
B—Three (3) quality points for each semester hour of credit.
C—Two (2) quality points for each semester hour of credit.
D—One (1) quality point for each semester hour of credit.

Students' grade averages are determined by dividing the number of quality points by the number of credit hours scheduled. No quality points are attached to grades F and FIW, but the credit hours for the courses in which these grades are received will be used in computing grade averages.

In order to be graduated, candidates for degrees must have maintained a grade point average of 2.00 or better in all college courses and in all credit earned at FSC. An average of 2.00 must also be maintained in the major and minor fields of study. **If students are in teacher education, they must attain a grade point average of 2.50 overall, in each teaching field and in professional education.**

All variations from prescribed programs must be approved by the school chairperson in the major/minor field before students can qualify for graduation.

It is the students'responsibility to keep informed of their quality point standing. This information can be obtained at any time from the Registrar.

Grades earned in other institutions shall not be used to make up a deficiency of quality points in this institution.

Example for Computing Grade-Point Average

Courses Taken	Final Grade	Quality Points	X	Semester Hours	=	Quality Points (Total)
English 104	A	4		3		12
Biol 101	D	1		4		4
Hist. 111	B	3		3		9
Soc. 110	C	2		3		6
Pol. Sci. 103	B	3		3		9
Math 101	W	-		-		-
				16		40

40 Quality Points
16 Semester Hours =2.5 Grade-Point Average

Credit-No Credit Option

Any student who has completed 58 or more semester hours of credit may elect one course per semester on a credit-no credit basis, such courses to be considered as part of the regularly scheduled load. A maximum of 15 semester hours may be completed under this option.

Courses selected must not be included in the general studies requirements, must not be in the student's major or minor or related courses for nonteachers, must not be in 5-12, 9-12, K-12, 5-8, K-8, the multi-subject field, and professional education for teacher education students.

Credit-no credit earned under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit-no credit must be made at registration with the approval of the student's academic adviser and may not be changed after the close of the registration period.

Classification of Students

Students who have completed the high school or a secondary course and not more than 25 hours of work are classified as freshmen.

Students who have completed 26 hours but not more than 57 hours of college work are classified as sophomores.

Students who have completed 58 hours but not more than 89 hours of college work are classified as juniors. Students who have completed 90 hours or more of college work are classified as seniors.

Numbering of Courses

Courses for freshmen (100 series) and sophomores (200 series) constitute the lower level of curriculum. Courses numbered 300-499 are primarily for juniors and seniors. All General Studies Requirements consist of lower level courses which should be completed as far as possible by the end of the sophomore year.

It is strongly advisable to take at least eight hours of General Studies Requirements each semester until they are completed.

Academic Procedures

Semester Load: Students must petition the chairperson of the school in which they major for permission to carry more than 18 semester hours. The maximum number permitted is 25 semester hours. To be eligible for permission, students must have an overall B average or a B average for the preceding semester. Exceptions may be made if students are in the last semester before graduation or before the initial performance practicum.

Late Registration Fees: See schedule of fees in the College Catalog for late registration. Late registrants often fail to obtain satisfactory schedules, for the policy of the College is to give priority to students who register on the regular registration dates.

Schedule Changes: Students may not add new classes to their schedules after registration has ended. However, there is a period, normally three days, when students may drop and/or add classes.

Withdrawal from College: Students must apply at the Registrar's office to withdraw from college. Forms completed with the proper signatures and returned to the Registrar's office will constitute an official withdrawal. On the final grade report to the Registrar, instructors will record a "W" for students who withdraw up to one week prior to the last regularly scheduled class meeting. Students who fail to follow this procedure will have "FIW's" recorded.

Withdrawal from Class: Students may drop one or more classes with "W" being recorded up to one week prior to the last regularly scheduled class meeting. No withdrawals are permitted from individual classes during the week prior to final week.

Repeating a Course: Prior to the receipt of a baccalaureate degree, students may repeat a course in which they earned a grade of D or F if the course was taken no later than the semester or summer term during which they attempted the sixtieth semester hour. The original grade will not be deleted from the student's record; however, the original grade will be disregarded and the grade earned on the first repeat will be used in determining grade point average. Grades for courses repeated more than once or repeats of courses attempted in semesters or summer terms following the one in which the sixtieth hour was attempted will be used in determining grade point average. Students may not repeat a course in which they earned a C or better. Students who began college study prior to 1968 and transfer students should contact the Office of the Registrar to ensure coverage of this regulation.

Minimum Residence Requirements for Graduation: For a four-year degree, at least one year's work in residence is required, and one semester of it must be in the senior year. A "year of residence" must represent not less than 32 hours credit, and a semester is defined as a minimum of 16 hours credit. Exception is made in the case of students who have completed three years of required work at Fairmont State College and who decide to complete the senior year by substituting approved credit earned subsequently in a college of medicine or dentistry.

For an associate degree at least one semester's work (at least 16 credit hours) and at least 8 of the last 16 hours in residence are required. For the certificate degree at least eight semester hours work in residence is required.

Application for Graduation: Candidates for graduation must officially apply for a degree in the Office of the Registrar. This should be done one semester in advance and as early in the semester as possible but not later than 45 days prior to the planned graduation date.

Transient Credit: Regularly enrolled students who complete work at another accredited institution on a transient basis must secure written permission of the Registrar before attempting such course work. Transient credit completed without permission will not be accepted.

Attendance and Absences

Students are responsible for familiarizing themselves with the College absence policies which are to be found in the Student Handbook.

Academic Advising System

Students are assigned academic advisors when they first enroll at the College. If students desire to change their major fields of study, they should contact the Academic Advising Center for reassignment. Students who are not ready to select a major upon entrance will be assigned to the Academic Advising Center. Students should discuss problems relating to degree requirements, preregistration, registration, and withdrawals from class or college with their advisors. (See also Academic Advising Center)

Grade Reports

The grades of all students are reported by each faculty member to the Registrar at the middle and end of the semester. Faculty advisors are provided complete grade reports at each reporting period. Students receive grade reports at mid-semester and at the end of the semester. Midterm grade reports are not made during summer school. Final grades are mailed to the student's permanent address on file in the Registrar's Office

Honors Program

Fairmont State College's Honors Program identifies, encourages, and instructs highly motivated, academically superior students. Working within an alternative curriculum, these students enroll in honors general education classes, advanced seminars, and an interdisciplinary colloquium. During their junior and senior years, honors students engage in activities, such as independent scholarship, research assignments, internships, and creative projects. The Honors Program encourages students to work closely with other honors students and the honors faculty to explore ideas from various perspectives. Beyond the curriculum, honors students participate in the Honors Association which provides students with opportunities for field trips, lectures, and cultural events.

PROBATION-SUSPENSION POLICIES

Warning Letters

All students whose cumulative average falls below 2.0 and who are neither on probation nor suspended will receive a warning letter indicating unsatisfactory academic progress. The letter will include probation and suspension policies, an explanation of the method of computing the semester grade point average, and a recommendation that the advisor be contacted.

Academic Probation

1. Students whose cumulative records indicate a quality point deficit of ten or more will be placed on probation. Students on probation may take a full course load.
2. Students who are not suspended will be removed from probation only after they remove the quality point deficiency and achieve an overall grade point average of 2.0 or better.

Academic Suspension

1. The suspension list will be compiled at the conclusion of the spring semester.
2. Students will be suspended if they have accumulated a quality point deficit of 20 or more and a semester grade point average below 2.0.
3. Students must be placed on probation for one semester before they are subject to suspension.
4. Suspension is for one semester. Students suspended at the conclusion of the spring semester will be eligible to return as full-time students the spring semester of the next academic year.

5. No classes may be taken while a student is on suspension.
6. Readmitted students or transfer students admitted on probation may continue as long as they incur no additional quality point deficit.
7. Three academic suspensions from any institution(s) of higher education are final.

A student who is suspended may appeal the suspension decision to the Admissions and Credits Committee of this college. The written appeal must be forwarded to the Chairperson of the Admissions and Credits Committee before the beginning of the following term. The decision of the Admissions and Credits Committee may be appealed to the President. For additional information concerning this procedure, contact the Assistant Vice President for Academic Affairs or the Chairperson of the Admissions and Credits Committee.

ACADEMIC FORGIVENESS POLICY

Revised and approved May 9, 1995

Only the students applying for readmission after the effective date of this policy will be eligible for forgiveness under this policy. This policy supersedes all previous Academic Forgiveness Policies at Fairmont State College.

Academic forgiveness is intended for the student who is returning to college with a grade point deficit and who has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. A student who does not normally qualify for readmission because of a low GPA may be admitted and placed on academic probation, unless he/she has been placed on final academic suspension. When forgiveness is granted, failing grades of F, WF, and FIW earned prior to the five consecutive academic year period immediately preceding the beginning of the readmission semester are excluded from the computation of the grade point average, including those grades that appear as transferred grades on the official transcript. However, no failing grade will be removed from the permanent record. The academic forgiveness policy may be applied after a student has earned 12 credit hours that apply toward graduation with a minimum GPA of 2.0.

Academic forgiveness will be granted only once for any student. The Registrar will give consideration to a request for forgiveness when he receives a signed, written request from the student which certifies that the student has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. Should the student have attended any institution of higher education on a part-time basis during the specified five year period, he/she must have earned at least a 2.0 GPA in all course work attempted. The student's request for forgiveness must be submitted during the readmission semester, and it must identify the non-enrollment period. If all prerequisite conditions have been met, academic forgiveness will be granted at the time the current GPA is calculated officially by the Registrar upon completion of the readmission semester.

The academic forgiveness policy does not alter, change, or amend any other existing policies at Fairmont State College and is formulated to be consistent with Series 20 of the West Virginia Board of Directors. A student who has incurred three academic suspensions from any institution of higher education is, therefore, on final academic suspension and does not qualify for forgiveness. A student may, however, appeal the final suspension to the Admissions and Credits Committee if he/she does so according to the procedure set forth in the "Academic Suspension" section of the Fairmont State College catalog. If the third suspension is repealed, the student may then apply for forgiveness by submitting a written request to the Registrar as stipulated previously. This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. The Regents Bachelor of Arts Program is governed by a different forgiveness policy.

The College is not bound by the decision of any other institution to disregard grades earned in college courses. Similarly, students should be aware that academic forgiveness extended by this College may not be recognized by other institutions to which they may transfer.

English Performance Evaluation

All students who are candidates for degrees must attain a grade of "C" or above in English 104 and 108 in order to prove their competence in the use of the English language. This is a requirement for graduation.

Dean's List

Students who register and receive letter grades for twelve or more hours (excluding credit or audit marks) and receive a grade point average of 3.4 or better are considered honor students and are named to the Dean's List.

Graduation With Honors

Candidates for graduation with a bachelor's degree who have achieved special distinction in academic work are graduated with honors. Honors are determined by the cumulative quality point average of a student's work at graduation. Three grades of honors are recognized: cum laude for a point average of 3.4-3.69; magna cum laude for a point average of 3.70-3.84; and summa cum laude for a point average of 3.85 or better. Honor designations on diplomas are based upon the entire academic record. Honor designations on the Commencement program are based upon the academic record at the conclusion of the semester prior to Commencement. Candidates for graduation with an associate degree who maintain a grade point average 3.4 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the Commencement program.

General Regulations

Students are responsible for familiarizing themselves with the Student Handbook concerning student rights and responsibilities and matters of academic dishonesty such as cheating and plagiarism.

Transcripts

Students at Fairmont State College are entitled to one official transcript of their record free; for each additional copy a fee of three dollars ($3.00) will be charged. Students who fail to meet their financial obligations to the College, or to any department of the College, will not be given transcripts.

An application for a transcript of credit should furnish the date of last attendance at Fairmont State College, social security number; a married woman should give both her maiden and married names. All requests for transcripts should be sent directly to the Registrar.

Study Abroad Programs

In keeping with a desire to provide more direct student enrichment programs in international education, Fairmont State College provides Study Abroad opportunities to students enrolled in a formal degree or certificate program. Students may receive collegiate academic credit for study and experience occurring outside the United States by: 1) enrollment in a resident study abroad or travel-study program sponsored by Fairmont State College; 2) enrollment in a resident study abroad or travel-study program sponsored by FACDIS (The West Virginia Consortium for Faculty and Course Development in International Studies); 3) enrollment in a program directed by faculty members from other West Virginia institutions; 4) enrollment in a program sponsored by a US college or university or Consortium with FSC's approval; 5) enrollment in a foreign university as a special student; 6) enrollment in a US college or university abroad; 7) enrollment in a program sponsored by an organization other than a college or university with FSC's approval. Students will be required to obtain prior consent from the school or department before registering for study abroad programs.

Although such international experience is not required in all programs, study abroad is strongly recommended for students not only in the field of foreign languages but also in other fields as well (such as the humanities, social sciences, business, art, etc. Resident study abroad programs or travel-study programs will be integrated with traditional academic courses already offered at FSC and will become part of the regular institutional curriculum.Study abroad is an important component of a comprehensive studies program which can contribute to the development and growth of the individual student and prepare the student to function more effectively in a global world. Participants in such programs will enhance their preparation for further graduate or professional studies and employment while deriving countless other benefits.

U.S. Army Military Science Program

The Military Science Reserve Officer Training Corps (ROTC) program provides practical leadership and management training to students desiring to earn officer commissions along with their chosen degrees. The curriculum stresses techniques of organizing, motivating and leading others, including recognizing, comparing and evaluating courses of action. The participating student will experience management training and leadership development through adventurous, challenging activities.

Refer to the Special Academic Programs section of the catalog for detailed information about the Military Science program and to the Courses of Instruction section for course descriptions.

Air Force Reserve Officers Training Corps

Air Force ROTC courses are available to FSC students through an agreement with West Virginia University and are offered at Stansbury Hall (Downtown Campus) at WVU in Morgantown. Four-and two-year programs are open to qualified students.

Air Force ROTC is designed to provide training in the areas of leadership, management, and interpersonal relationships. The courses of instruction include an introduction to the Air Force, history of airpower, and leadership management. Students apply leadership concepts learned in the classroom in a weekly leadership laboratory (also conducted at Stansbury Hall). Students are required to attend either a six-week or four-week field training encampment at an Air Force base during the summer before their junior year. Successful completion of the Air Force ROTC program and degree requirements leads to a commission as a second lieutenant in the U.S. Air Force. Questions concerning application requirements and eligibility should be directed to the Department of Aerospace Studies at WVU, 304 293-5421.

Degree Requirements

The Bachelor of Arts in Education requirements for teaching fields and specializations are also included in this section under the appropriate academic discipline.

Candidates for the Bachelor of Arts and Bachelor of Science degrees must complete the General Studies Requirements and a major and a minor. Students majoring in Biology, Chemistry, and Engineering Technology are not required to have a minor. The major and minor include all courses specified in this catalog as required and all other courses attempted in the disciplines designated as the major and minor.

The minimum credit required for graduation is 128 semester hours with an average of 2.0 quality points. In all cases the quality point average for a major or minor must be 2.0 or better with the exception of a Bachelor of Arts in Education degree, which requires at least a 2.5 in the teaching specialization(s).

General Studies Requirements may also meet major or minor requirements. No course, however, may be counted more than once in meeting the semester hours required for graduation. For example, general studies requirements in English will also satisfy requirements for a major or minor in English.

Twelve hours of one foreign language is a general requirement for the Bachelor of Arts Degree. Upon the presentation of two or more units of high school work in a foreign language currently taught at Fairmont State, students may have six hours of this requirement at the elementary level of the language waived, provided that they are competent to continue the study of the language in classes numbered 200 or above. It is recommended that students begin their requirement in foreign language no later than their sophomore year.

General Studies Requirements

Bachelor of Arts
Bachelor of Science
Bachelor of Science in Engineering Technology Degrees

The General Studies courses at Fairmont State College are intended to provide students with the intellectual skills and the breadth of knowledge which will enable them to thrive both as individuals and as citizens in a democracy and be better able to think clearly, choose wisely, and act responsibly. More specifically, the General Studies courses should accomplish these objectives:

1) Help students master the skills of analytical reading and listening, oral and written expression, quantitative reasoning, independent thinking, and the ability to find and use information effectively.
2) Help students comprehend, analyze and appreciate
    a. the world's arts and literature
    b. the historical and political experience of the world, with appropriate emphasis on that of Western Civilization and America
    c. the perspectives and methods of the social sciences, philosophy, and technology
    d. the basic scientific principles which are at work in the world and the procedures used to discover them
    e. the knowledge and skills whereby a healthy life may be lived.

The common theme among most of the General Studies courses is connections: connections between belief and action, past and present, other societies and our own, other people and ourselves as well as connections among various fields of knowledge. Insofar as possible, each General Studies course is global and pluralistic in perspective, promotes reflection on values, emphasizes major and enduring aspects of its subject, and reinforces students' intellectual integrity and their abilities to think, read and express themselves clearly, independently and creatively.

50 Hours for Bachelor of Science Degrees
56 Hours for the Bachelor of Arts Degree

Communication Skills **11 sem. hrs.**

English	104	Written English I	3
	108	Written English II	3
Speech	102	Speech Communication Theory	2
Speech	202	Speech Communication Practice	3

(A grade of "C" or above in English 104 and 108 is required for graduation.)

Literature: Select one course sequence **6 sem. hrs.**

English	220, 221	Literature of the Western World I, II	6
English	230, 231	Introduction to Literature I, II	6

Fine Arts: Select one course **2 sem. hrs.**

Art	255	Art Appreciation	2
Music	205	Music Appreciation	2
Music	207	Beginning Recorder	2
Theatre	100	Theatre Appreciation	2

Social Sciences: Select four courses **12 sem. hrs.**

Economics	200	Economics	3
		or	
	201	Economic Principles	3
Geography	210	Introduction to Geography	3
History	107	U.S. History I	3
History	108	U.S. History II	3
History	211	World Civilizations I	3
History	212	World Civilizations II	3
History	213	World Civilizations III	3
Pol. Sci.	103	American Government	3
Psychology	101	Introduction to Psychology	3
Sociology	110	Introduction to Sociology	3

Math: **3 sem. hrs.**

Math	107	Fundamental Concepts of Mathematics	3
		or one of the following math courses: 102, 112, 115, 170, 190, 200, 201, 206, 212, 214, 216, 315, 316, 323, 335, 336, 342, 361, 362, 372, 375, 391, 393, 400, 401, 411, or 413	

Natural Sciences: Select one sequence **8-10 sem. hrs.**

Biology	101	Principles of Biology	4
	102	Biology Organisms	4
Chemistry	101, 102	General Chemistry	8
Chemistry	105, 106	Chemical Principles	10
Physics	101, 102	Introduction to Physics	8
Geology	101	Physical Geology	4
	102	Historical Geology	4
	103	Introduction to Environmental Geology	4
		or four of following courses:	
Phy. Sci.	101	Astronomy	2
Phy. Sci.	102	Chemistry	2
Phy. Sci.	103	Geology	2
Phy. Sci.	104	Physics	2
Phy. Sci.	105	History of Physical Science	2

Physical Education **2 sem. hrs.**

P.E.	100	Fitness and Wellness	2

B.S. DEGREE: General Studies Electives 6 sem. hrs.

These courses allow students further to develop artistic, communication and computation skills; the courses also bring into the General Studies curriculum a greater awareness of the international, interdependent, multi-ethnic and technological character of modern civilization.

Select from the following: 6 sem. hrs.

Biology	201	Global Ecology	3
Business	280	Empowering Leadership (Also listed as Education, English, and Technology)	3
CS	100	Introduction to EDP (or other appropriate CS course)	3
Education	100	Race, Class and Gender (Also listed as English, Social Science, and Sociology)	3
Math	113	Applied Statistics	4
Sociology	111	Introduction to Anthropology	3
Philosophy	200	Introduction to Philosophy	3
Physical Science	150	Scientific Problem Solving	3
Pol. Sci.	101	Introduction to Global Affairs	3
Technology	101	Introduction to Technology	3

Art	255	Art Appreciation (plus practicum)	3
Music	205	Music Appreciation (plus practicum)	3
Music	207	Beginning Recorder (plus practicum)	3
Theatre	100	Theatre Appreciation (plus practicum)	3

(Students may take a second Fine Arts Appreciation course plus a one hour arts practicum course or three one hour practica in the same discipline)

One writing course from:

English	109	Technical Report Writing	3
OAD	251	Business Communications	3
English	332	Narrative & Descriptive Writing	3
English	333	Writing Non-Fiction	3

OR

Two courses in a single foreign language 6 sem. hrs.

French	101, 102	Elementary French I, II	6
Spanish	101, 102	Elementary Spanish I, II (or other available languages)	6

B.A. DEGREE Foreign Language 12 sem. hrs.

French	101	Elementary French I	3
French	102	Elementary French II	3
French	201	Intermediate French I	3
French	202	Intermediate French II	3
or			
Spanish	101	Elementary Spanish I	3
Spanish	102	Elementary Spanish II	3
Spanish	201	Intermediate Spanish I	3
Spanish	202	Intermediate Spanish II (another foreign language may be substituted with permission)	3

Business and Economics

(Business Administration, Information Processing, Office Administration/Business Education)

The School of Business and Economics offers a B.S. Degree in Business Administration with concentrations in Accounting, Business Data Processing, Economics, Finance, General Business, Management, Marketing, and Office Administration, and a B.A. in Education degree in Business Education-Comprehensive or Business Principles. The School also offers associate degrees in Accounting, Banking, Clerical, Finance, General Business, Information Processing, Retailing, and Secretarial. A one-year Office Specialist Certificate is offered with a clerical or secretarial emphasis. Course requirements for the associate and certificate programs are found under the Community College.

To fulfill graduation requirements, Business Administration majors can either elect a minor field of study or choose to double major. **A major and a minor in the same academic field is not permitted.** For example, a student may not major and minor in Accounting. Combinations with regard to major and minor are restricted. Students must consult the Catalog or an advisor when selecting a minor. Duplicate credit may be earned for courses that are specifically required in both the major and minor with the exception of Economics 201. Economics 202 cannot be used for general studies credit. Economics 200 should not be substituted for Economics 201 in meeting the School's major or minor requirements.

Courses offered by the School of Business and Economics may be found under the headings of Accounting, Business, Business Education, Economics, Finance, Office Administration, Management, and Marketing. **All courses may not be offered each semester; therefore, students are urged to consult with their advisor in course scheduling.**

Business Administration

Accounting Major **56 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II	6
	301, 302	Intermediate Accounting I, II	6
	330	Advanced Accounting I	3
	331	Advanced Accounting II	3
	404	Cost Accounting	3
	405	Auditing	3
	406	Federal Income Tax Accounting: Individual	3
	407	Federal Income Tax: Partnership and Corporation	3
Business	206, 207	Business Law I, II	6
	310	Statistics	3
CS	100	Introduction to EDP	3
Economics	201, 202	Economic Principles and Problems	6
Finance	201	Introduction to Financial Management	3
Management	209	Principles of Management	3
Marketing	204	Marketing	3

Effective for the November 2000 CPA Examination and thereafter, individuals filing an initial application to sit for the exam in West Virginia must have completed a total of 150 semester hours of post secondary education and received a baccalaureate or higher degree from a college recognized by the WV State Board of Accountancy. The total education program shall include an accounting concentration and business courses defined by the WVSBOA. The 150 credit hour program is available through the School of Business and Economics. Students wishing to sit for the CPA exam should meet with their advisor early in the their program to structure their course work in compliance with the WVSBOA requirements.

Accounting Minor — 18 sem. hrs.
(Select from the following courses)

Accounting	201, 202	Principles of Accounting I, II	6
	301, 302	Intermediate Accounting	6
	330, 331	Advanced Accounting I, II	3
	404	Cost Accounting	3
	405	Auditing	3
	406, 407	Federal Income Tax Accounting	6
CS	104	COBOL Programming I	4

Business Data Processing Major — 54 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II	6
Economics	201, 202	Economic Principles and Problems	6
Business	310	Statistics	3
Finance	201	Introduction to Financial Management	3
Management	209	Principles of Management	3
CS	102	Principles of Programming I	3
	104	COBOL Programming I	4
	108	Principles of Programming II	4
	201	Assembler Programming	4
	204	COBOL Programming II	4
	220	Business Systems	3
	250	Programming Languages	3
	302	Data Structures	4
	410	Data Base Management	4

Economics Major — 51 sem. hrs.
Required Courses — 18 sem. hrs.

Economics	201, 202	Economic Principles and Problems	6
	301	Intermediate Econ. Analysis: Microeconomics	3
	302	Intermediate Econ. Analysis: Macroeconomics	3
Business	310	Statistics	3
CS	100	Introduction to EDP	3

A minimum of 9 semester hours must be selected from the following:

Economics	303	Money, Credit and Banking	3
	305	Economics of Labor	3
	308	International Economics	3
	401	Managerial Economics	3
	406	Guided Economic Study	1-3
Finance	307	Personal Finance	3

Additional electives .... **18-24 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II	6
Business	206	Business Law I	3
	320	International Business	3
Finance	201	Introduction to Financial Management	3
	350	Investments	3
Management	209	Principles of Management	3
	409	Quantitative Management	3
Marketing	204	Marketing	3
CS	103	FORTRAN Programming	4
History	320	American Economic History	3

Math	115	Trigonometry and Elementary Functions	3
	190	Calculus I	4

Economics Minor — 18 sem. hrs.
Select from the following courses

Economics	201, 202	Economic Principles and Problems	6
	301	Intermediate Econ. Analysis: Microeconomics	3
	302	Intermediate Econ. Analysis: Macroeconomics	3
	303	Money, Credit and Banking	3
	305	Economics of Labor	3
	308	International Economics	3
	401	Managerial Economics	3
	406	Guided Economic Study	1-3
Math	115	Trigonometry and Elementary Functions	3
	190	Calculus I	3

Finance Major — 72 sem. hrs.
Required Business and Economics Core Curriculum — 39 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II	6
Business	102	Introduction to Business	3
	206, 207	Business Law I, II	6
	230	Computer Applications for Business	3
	310	Statistics	3
	320	International Business	3
	415	Strategic Management and Policy	3
Economics	202	Economic Principles	3
Finance	201	Introduction to Financial Management	3
Management	209	Principles of Management	3
Marketing	204	Principles of Marketing	3

Additional Required Courses from General Studies — 12 sem. hrs.

CS	100	Introduction to EDP	3
Economics	201	Economic Principles and Problems	3
Math	112	College Algebra	3
OAD	251	Business Communications	3

Required Finance Course — 3 sem. hrs.

	410	Managerial Finance	3

Select an additional 18 credit hours from the following courses: — 18 sem. hrs.

Accounting	215	Managerial Accounting	3
Business	340	Advanced Business Law for Managers	3
Economics	303	Money, Credit, and Banking	3
	401	Managerial Economics	3
Finance	180	Principles of Banking	3
	260	Principles of Real Estate	3
	270	Principles of Insurance	3
	284	Bank Management	3
	285	Analyzing Financial Statements	3
	287	Bank Simulation	3
	288	Consumer Lending	3
	292	Trusts and Estate Planning	3
	294	Commercial Lending	3
	307	Personal Finance	3
	350	Investments	3

	412	PC Applications for Managerial Finance	3
IS	220	Spreadsheet Design	3
	230	Information Systems	3

Finance Minor 18 sem. hrs.*

Finance	410	Managerial Finance	3

Select 15 semester hours from the following:

Finance	180	Principles of Banking	3
	260	Principles of Real Estate	3
	270	Pinciples of Insurance	3
	201	Introduction to Financial Management	3
	284	Bank Management	3
	285	Analyzing Financial Statements	3
	287	Bank Simulation	3
	288	Consumer Lending	3
	292	Trusts and Estate Planning	3
	294	Commercial Lending	3
	307	Personal Finance	3
	350	Investments	3
	412	PC Applications for Managerial Finance	3

*A non-business major must also complete Finance 201, Introduction to Financial Management, in order to meet the requirements for a Finance minor.

General Business Major 51 sem. hrs.

36 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II	6
Business	206, 207	Business Law I, II	6
	310	Statistics	3
	415	Strategic Management and Policy	3
CS	100	Introduction to EDP	3
Economics	201, 202	Economic Principles & Problems	6
Finance	201	Introduction to Financial Management	3
Management	209	Principles of Management	3
Marketing	204	Marketing	3

Additional requirements .... **15 sem. hrs.**

The additional hours may be taken in any one of several combinations agreed upon by the student and the advisor. Such combinations may include Accounting, Business, Economics, Computer Science, Finance, Management, Marketing, Office Administration, Mathematics 115 and/or 190, Office Administration 233, 251, and 310.

General Business Minor 21 sem. hrs.
(Not available to majors of any field within the School of Business and Economics)

12 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II	6
Business	206	Business Law I	3
Economics	201	Economic Principles and Problems	3

Select an additional 9 semester hours from the following:

Business	207	Business Law II	3
CS	100	Introduction to EDP	3
Economics	202	Economic Principles and Problems	3

	308	International Economics	3
Finance	201	Introduction to Financial Management	3
Management	209	Principles of Management	3
Marketing	204	Marketing	3

Management Major

51 sem. hrs.
36 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II	6
Business	206, 207	Business Law I, II	6
	310	Statistics	3
	415	Strategic Management and Policy	3
CS	100	Introduction to EDP	3
Economics	201, 202	Economic Principles and Problems	6
Finance	201	Introduction to Financial Management	3
Management	209	Principles of Management	3
Marketing	204	Marketing	3

Select an additional 9 semester hours from the following:

Business	412*	Applied Business Research	3
Management	305	Small Business Management	3
	308	Personnel Management	3
	390	Human Behavior in Organizations	3
	409	Quantitative Management	3

Select an additional 6 semester hours from the following:

Business	280	Empowering Leadership	3
	320	International Business	3
Economics	301	Intermediate Economic Analysis: Microeconomics	3
	305	Labor Economics	3
	308	International Economics	3
	401	Managerial Economics	3
Psychology	260	Industrial and Personnel Psychology	3
Sociology	410	Industrial Sociology	3
Speech	369	Communication in Organization	3
		or	
OAD	251	Business Communications	3

*Students majoring in Marketing are required to take Bus. 412 and cannot use it as an elective.

Marketing Major

51 sem. hrs.
45 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II	6
Business	206, 207	Business Law I, II	6
	310	Statistics	3
	412	Applied Business Research	3
	415	Strategic Management and Policy	3
CS	100	Introduction to EDP	3
Economics	201, 202	Economic Principles and Problems	6
Finance	201	Introduction to Financial Management	3
Management	209	Principles of Management	3
Marketing	204	Marketing	3
	320	Advertising	3
	411	Marketing Management	3

Select an additional 6 semester hours from the following:

Business	320	International Business	3

Economics	301	Intermediate Economic Analysis: Microeconomics	3
	308	International Economics	3
	401	Managerial Economics	3
Marketing	205	Salesmanship	3
	300	Retailing	3
OAD	251	Business Communications	3
		or	
Speech	369	Communication in Organizations	3

The minor in Retail Management cannot be used to fulfill the minor requirement when the major is Marketing.

Office Administration Major **53 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II	6
Business	206	Business Law I	3
	310	Statistics	3
CS	100	Introduction to EDP	3
Finance	201	Introduction to Financial Management	3
Management	209	Principles of Management	3
	214	Office Management	3
	390	Human Behavior in Organizations	3
Marketing	204	Marketing	3
OAD	211	Advanced Typewriting/Keyboarding	3
	230	Introduction to Word Processing	3
	232	Word Processing Applications	3
	233	Records Management and Database Applications	3
	240	General Office Procedures	3
	242	Directed Office Experience	2
	251	Business Communications	3
	310	Supervising Off. Systems Personnel	3

Office Administration Minor **24 sem. hrs.**

Accounting	201	Principles of Accounting	3
CS	100	Introduction to EDP	3
Management	214	Office Management	3
OAD	101, 102*	Beg. and/or Inter. Typewriting/Keyboarding and/or	
	211	Advanced Typewriting/Keyboarding	6
	230	Introduction to Word Processing	3
	233	Records Management and Database Applications	3
	251	Business Communications	3

*If the student has not had Typewriting/Keyboarding in high school, OAD 101 and 102 should be taken. Otherwise OAD 102 and 211 should be selected.

The Secretarial Associate in Science Degree and the Clerical Minor cannot be used to fulfill the minor requirements when the major is Office Administration.

Additional Minors

Public Administration Minor for B.A. and B.S. Degrees **21 sem. hrs.**

Pol. Sci.	204	Introduction to Public Administration	3
Finance	201	Introduction to Finance	3

Management	209	Principles of Management	3
	308	Personnel Management	3
Sociology	360	Methods of Social Research	3

In addition select 6 hours from the following:

Pol. Sci.	205	State and Local Government	3
Management	390	Human Behavior in the Organization	3
	409	Quantitative Management	3
Business	310	Statistics	3
	412	Applied Business Research	3

Retail Management Minor for B.A. and B.S. Degrees — 18 sem. hrs.

Marketing	205	Salesmanship	3
	300	Retailing	3
	304	Marketing	3
	320	Advertising	3
Management	305	Small Business Management	3
	308	Personnel Management	3

Clerical Minor B.A. and B.S. Degrees — 26 sem. hrs.

(Not open to Office Administration majors.)

Business	102	Introduction to Business	3
	141	Business Mathematics	3
OAD	102	Intermediate Typewriting/Keyboarding	3
	211	Advanced Typewriting/Keyboarding	3
	230	Introduction to Word Processing	3
	233	Records Management and Database Applications	3
	240	General Office Procedures	3
	*242	Directed Office Experience	2
	251	Business Communications	3

*Specialized courses in office administration and/or directed office experience may be substituted.

Business Education

Teaching Fields in Business Education

Business Education Comprehensive, grades 9-12 — 56 sem. hrs.

Accounting	201, 202*	Principles of Accounting I, II	6
Business	102*	Introduction to Business	3
	141*	Business Mathematics	3
	206	Business Law I	3
Bus. Ed.	431*	Methods and Materials in Teaching Business Education	3
CS	100	Introduction to EDP	3
Economics	201, 202*	Economic Principles and Problems	6
Finance	307*	Personal Finance	3
Management	214	Office Management	3
OAD	102*	Intermediate Typewriting/Keyboarding	3
	200*	Alphabetic Shorthand for Notetaking and Study Skills	3
	230*	Introduction to Word Processing	3
	232*	Word Processing Applications	3
	233*	Records Management and	

		Database Applications	3
	240*	General Office Procedures	3
	242*	Directed Office Experience	2
	251*	Business Communications	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Bus. Ed. 431 is taught the fall semester only.

Business Education, Business Principles, Single Teaching Field grades 9-12 **47 sem. hrs.**

Accounting	201, 202*	Principles of Accounting I, II	6
Business	102*	Introduction to Business	3
	141*	Business Mathematics	3
	206	Business Law I	3
Bus. Ed.	431*	Methods and Materials in Teaching Business Education	3
Economics	201, 202*	Economic Principles and Problems	6
Finance	307*	Personal Finance	3
Management	214	Office Management	3
OAD	102*	Intermediate Typewriting/Keyboarding	3
	230*	Introduction to Word Processing	3
	233*	Records Management and Database Applications	3
	240*	General Office Procedures	3
	242*	Directed Office Experience	2
	251*	Business Communications	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Bus. Ed. 431 is taught the fall semester only.

Education/Health and Human Performance

(Early/Middle, Middle/Adolescent, and Special Education)

The education of teachers at Fairmont State College is designed to utilize the cooperative functions of the academic disciplines and the School of Education. The College believes that adequate preparation for teaching requires a rich and comprehensive experience in general education, a concentration in at least one academic specialization and certain attitudes, knowledge, skills and performances which characterize effective teaching.

The role of today's teacher requires persons skilled at making instructional and managerial decisions to meet the individual and group needs of a diverse population. Recent and continuing advances in technology applied to education force a number of instructional choices, and beginning teachers must be prepared to meet these challenges.

Fairmont State College's teacher preparation program has adopted the Informed Decision Maker Model, with the aim of preparing teachers to make instructional decisions based upon a strong foundation of knowledge, skill, and professional attitudes. With greatly expanded knowledge bases, materials, and technology, teacher preparation programs must produce graduates able to make wise, informed choices from among a range of options in providing equitable access to education for our nation's children.

Teaching Curricula

Fairmont State College recommends for professional licensure only those persons who have graduated and have satisfactorily completed a teacher education curriculum approved by the West Virginia Board of Education. The College offers curricula for early, middle and adolescent education leading to the degree of Bachelor of Arts in Education. Students who satisfactorily complete a teaching curriculum in a given area and achieve passing scores on the PPST, PLT, and appropriate NTE content tests will be recommended for a Professional Certificate, grades K-12, K-8, or 5-8, 5-12 or 9-12. Specializations which may be added include Mentally Impaired, Specific Learning Disabilities, and varied academic subject specializations. Students may choose, after consultation with their advisor, from the following programs:

Early/Middle Education

Students who are qualifying for teaching in an open or self-contained classroom grades K-8, shall complete the following:

I. General Studies (elementary)

II. Professional Education

III. The Multi-Subjects Program*

Optional specializations which may be combined with Early/Middle education are:
1. Mentally Impaired (K-12)
2. Specific Learning Disabilities (K-12)
3. School Library-Media (K-12)
4. Middle School Specializations (5-8)
    General Mathematics through Algebra I

Note: Student teaching is required in an approved open or self-contained classroom grades K-8 and in an approved classroom for each additional specialization. Some combinations may require more than twelve weeks of student teaching.

*For specific program requirements and additional specializations, see the section of the catalog for the academic School which offers the program, e.g., Art K-12, See School of Fine Arts.

Middle/Adolescent Education

Students who are qualifying for teaching in grades 5 through 12 shall complete the following:

I. General Studies (secondary)
II. Professional Education
III. Specializations

a. One comprehensive specialization to teach in grades 5 through 12 or 9 through 12 the related subjects which comprise the comprehensive specialization.
or
b. Two single subject specializations for grades 5 through 12.
or
c. One single subject specialization for grades 5 through 12 or 9 through 12 and one specialization for grades 5 through 8.
or
d. One single specialization for grades 5 through 12 or 9 through 12 and a K-12 specialization in either School Library-Media or Physical Education.

Secondary and K-12 Education students select from the following teaching specializations:

1. **5-12 or 9-12 Comprehensive Specializations** (no other specialization required)
    - Business Education (9-12)
    - Consumer and Homemaking Education
    - Social Studies
    - Technology Education
    - Mathematics

2. **5-12 or 9-12 Single Specializations** (requires a second specialization for 5-12, 9-12, K-12, or 5-8)
    - Art
    - Biology (9-12)
    - Chemistry (9-12)
    - English-Language Arts
    - French
    - General Science
    - Health
    - Oral Communications
    - Physical Education
    - Physics (9-12)
    - Technology Education

3. **5-8 Specializations** (requires second specialization for 5-12, 9-12, or K-12)
    - General Mathematics through Algebra I

4. **K-12 Specializations** (requires second specialization for 5-8, 9-12, 5-12, or K-12)
    - School Library-Media*
    - Physical Education

*The School Library-Media K-12 program may be selected in combination with a specialization for classroom teaching in grades 5-12, 9-12, K-12, or Multi-Subjects K-8.

Note: Secondary special methods and student teaching are required in all areas in order to be licensed.

Student Teaching Experience

Student teaching is required in all programs and is evaluated on a basis of Pass, Incomplete, or Fail. Students must attain a C average in the course work portion of the I.P.P. in order to be eligible for the student teaching experience. Students must complete student teaching or comparable experience at all developmental levels and in all of the teaching specializations for which they expect to be licensed. At the present time, student teaching experiences are provided in the surrounding public school systems. All such experiences are cooperatively administered by college and public school personnel. Due to the uniqueness of the off-campus student teaching experience, a student may be administratively removed, with cause.

National Teachers Exam (NTE)

Successful completion of the appropriate National Teachers Exam and Principles of Learning and Teaching Test is a requirement for graduation and licensure. A report of the NTE and PLT scores must accompany the application for licensure to the West Virginia Department of Education. If the test scores do not meet or exceed the state minimum score, the application must be held pending receipt of acceptable scores. Students should keep in mind that not to be licensed at the time of graduation may subject them to subsequent changes in program requirements if they seek licensure later.

Early/Middle. Students expecting to be licensed in Multi-Subjects K-8 Education and an academic specialization must achieve acceptable scores in both areas.

Middle/Adolescent. Students expecting to be licensed for teaching in grades 5-12 or 9-12 must take the NTE Test consistent with the specialization(s) to be named on the license. If they expect to be licensed in two specializations, they must achieve acceptable scores in both specializations.

K-12. A student expecting to be licensed for teaching in grades K-12 must achieve acceptable scores on the NTE Test consistent with the K-12 specialization to be named on the license.

In order to identify the appropriate testing dates, times, locations, etc., for any given year, students should check the Praxis Bulletin for the year in question. Bulletins are available in the Dean of Teacher Education Office.

Summary of Degree Requirements

To meet the requirements for the Bachelor of Arts in Education degree, the candidate must (1) earn a minimum of 128 hours credit in approved subjects with a quality point average of 2.5 or better for all courses attempted; (2) attain a 2.5 average in each teaching specialization and professional education; (3) meet the general and specific requirements set up for the curriculum and teaching specialization(s) elected; (4) achieve acceptable scores on the PPST and (5) achieve acceptable scores on the NTE and PLT Tests for each area to be named on the license.

College Recommendation Prerequisite to Certification

College recommendation shall take into consideration Chapter 18A, Section 3, Article 1, of the West Virginia School Law which reads "A certificate to teach shall not be granted to any person who is not of good moral character and physically and mentally qualified to perform the duties of a teacher, and shall not have attained the age of eighteen years on or before the first day of October of the year in which the certificate is issued; . . ."

The issuance of an original certificate shall require:

1. The recommendation of the Dean of Teacher Education in consultation with the supervisor of student teachers and chairperson of the department offering the specialization. This recommendation is expected to reflect, in addition to academic criteria, satisfactory performance on the part of the applicant in a typical classroom situation.
2. An official statement by the Dean of Teacher Education that the approved program has been completed in full.

Bachelor of Arts in Education Degree

The General Studies requirement differs for early/middle and middle/adolescent education programs; however, each consists of fifty credit hours as a minimum distributed over humanities, mathematics, natural sciences and physical education and health. The General Studies requirements for early/middle education also fulfill selected competencies for the Multi-Subjects requirements and are included with the Multi-Subjects for the Early/Middle Specialization in determining the 2.5 grade point requirement for eligibility for the Initial Performance Practicum.

Grades K through 12 - Art and Music

Each student who is qualifying for teaching of Art or Music, grades K through 12 shall complete the following:

I. **General Studies** (secondary)

II. **Professional Education**, to include methods and student teaching of the single subject specialization at the early/middle and adolescent levels.

III. **Specialization**

Art K-12 specialization

or

Music K-12 specialization

Specific specialization requirements for early/middle and adolescent education programs are identified in the sections entitled Teaching Curricula listed under the respective academic school that offers the program.

It is the responsibility of candidates for a degree to know and meet the general requirements of the College and the specific requirements of the chosen curriculum. It is the student's responsibility also to keep informed of his/her grade point standing. All of this information may be obtained from the student's advisor or the Dean of Teacher Education.

Admission to Teacher Education

Any sophomore may enroll in the first professional course, Education 200, Introduction to Education. It is required of all teacher education students; other students may take it as an elective.

The "Student Personal Data Form" is to be completed and filed with the School of Education before the completion of Education 200. A student will receive a grade of Incomplete in this course until this form is filed. Students are also expected, in this course, to make a tentative decision on entering the profession and submit a "Declaration of Intent" to the Dean of Teacher Education.

In order to be eligible for enrollment in Education 303, Educational Psychology, a student must be in good academic standing (not on academic probation). Satisfactory completion of Education 200 and 302 are prerequisites for this course. The required Student Health Form must be on file at this time.

When enrolled in Education 303, those interested in pursuing the Teacher Education program shall make formal application by completing the Application to Teacher Education Program Packet. The packets are available in the Department of Education Office. To be accepted, the applicant must (1) have achieved acceptable scores on the Pre-Professional Skills Test (PPST), (2) have a minimum quality point average of 2.5 overall in each teaching specialization and professional education, (3) have completed or be enrolled in Speech 222, (4) have satisfactorily completed the required written English courses and attained a "C" or better in English 104 and 108, (5) at the time of application be passing Education 303, and (6) have a health certificate completed by a physician. Also as a part of the process, the applicant must be recommended by his/her academic advisor, and the Vice President for Student Affairs.

Near the end of the semester in which the student is enrolled in Education 303, the Teacher Education Selection Committee evaluates each student's eligibility for Teacher Education. The student is notified in writing of the Committee's decision: Admitted, Provisionally Admitted, or Not Admitted. Each student shall have the opportunity of appearing before the Committee if he/she disagrees with its decision.

If a student has satisfactorily completed Education 303, achieved acceptable scores on the PPST test and has approval of the Selection Committee, he/she is eligible to enroll in Education 305, Human Exceptionality and Cultural Diversity. While in this course, Teacher Education students shall make application for the Initial Performance Practicum.

Initial Performance Practicum

Fairmont State College has adopted the Initial Performance Practicum for scheduling student teaching. In the Initial Practicum one semester of the senior year (approximately 12-13 hours) is reserved for the student in which he/she schedules a block of professional education subjects, including methods and student teaching. The second part of that semester is used exclusively for student teaching in which the daily assignment for student teaching will comprise all hours the cooperating school is in session. In addition to classroom assignment, student teachers will participate in the extracurricular activities of the school and community.

To schedule the I.P.P., a student must complete the Application to the I.P.P. packet and meet the requirements for student teaching. The packets are available in the Dean of Teacher Education Office. The I.P.P. requires exact planning by students and advisors during the early years of the college attendance as well as in the senior year. All general studies requirements of the College as well as the minimum requirements of the teaching specialization should be completed before the I.P.P. can be scheduled.

Eligibility for the Initial Performance Practicum is determined on the basis of these criteria:

1. Have been officially admitted to teacher education.
2. Completion of 96 semester hours including 15 hours with a G.P.A. of 2.5 in education foundation courses and three-fourths of the required work in each teaching specialization. All courses in the teaching specialization which are marked by an asterisk in this catalog must be completed before admission to the I.P.P.
3. School approval of the candidate's teaching specialization and the completion of professional education courses which are prerequisite to the I.P.P. courses.
4. Evidence good moral character (i.e., reputation among students, faculty and in the community).
5. Have a minimal overall grade point average of 2.5.
6. Have a minimal grade point average of 2.5 for all professional education work.
7. Have a 2.5 quality point average in each teaching specialization (includes the Multi-Subjects Specialization).
8. Present a statement from a physician showing that the student has been given a physical examination and is physically fit for assignment to student teaching.

Students will not be permitted to schedule courses or extracurricular activities outside the I.P.P. which will in any way interfere with their commitment to the I.P.P without the consent of the Dean of Teacher Education.

Early/Middle Education

Grades K-8

General Studies			**50 sem. hrs.**
Communication Skills:			**11 sem. hrs.**
English	104	Written English I	3
	108	Written English II	3
Speech	102	Speech Communication Theory	2
	222	Classroom Communication	3
Literature: Select one course sequence			**6 sem. hrs.**
English	220, 221	Literature of the Western World	6
	230, 231	Introduction to Literature I, II	6
Fine Arts: Select one course			**2 sem. hrs.**
Art	255	Art Appreciation	2
Music	205	Music Appreciation	2
Music	207	Beginning Recorder	2
Theatre	100	Theatre Appreciation	2
Social Sciences:			**12 sem. hrs.**
Geography	210	Introduction to Geography	3 -loung
History	107	United States History I	3
	108	United States History II	3
	111	World Civilizations I or	3
	212	World Civilizations II or	3
	213	World Civilizations III	3

Mathematics: **3 sem. hrs.**

Math	110	Math for Elementary Teachers I (Does not satisfy General Studies requirement for other baccalaureate degree programs.)	3

Natural Sciences: **8 sem. hrs.**

Biology	101	Principles of Biology	4
	102	Biology Organisms	4

Physical Education: **2 sem. hrs.**

Phys. Ed.	326	Early Psychomotor Development	2

Electives: **6 sem. hrs.**

Option I: Foreign Language Sequence (select one sequence)

French	101, 102	Elementary French I, II	6
Spanish	101, 102	Elementary Spanish I, II (or other available languages)	6

Option II:

CS	100	Introduction to EDP or	
OAdm.	104	Introduction to Microcomputers	3
Technology	100	Technology and Society or	3
	101	Introduction to Technology	3
Education	100	Race, Class, and Gender (Also listed as English, Social Science, and Sociology)	3
Math	113	Applied Statistics	4
Physical Science	150	Scientific Problem Solving	3
Pol. Sci.	101	Introduction to Global Affairs	3
Sociology	111	Introduction to Anthropology	3
Philosophy	200	Introduction to Philosophy	3
Art	255	Art Appreciation (plus practicum)	3
Music	205	Music Appreciation (plus practicum)	3
Music	207	Beginning Recorder (plus practicum)	3
Theatre	100	Theatre Appreciation (plus practicum)	3

(Students could take a second Fine Arts Appreciation course plus a one hour arts practicum course or three one hour practica in the same discipline)

One writing course from:

English	109	Technical Report Writing	3
OAdm.	251	Business Communications	3
English	332	Narrative & Descriptive Writing	3
English	333	Writing Non-Fiction	3

Multi-Subjects Program for Self-contained or Open Classroom **48 sem. hrs.**

Art	*353	Elem. Art Education I	2	Snyder
	*354	Elem. Art Education II	2	Smigocki
Health	*100	Personal Health	2	Hess
	*400	Health Education for the Elem. School	2	Hill
Safety	*200	Accident Analysis and Emer. Care	2	Cable
English	*354	Children's Literature	3	Byers (night)
Math	*210	Math. for Elem. Teachers II	3	Frye
	*323	Math. for Elem. Teachers III	3	Frye
Music	*231	Elementary Music I	3	Poland
	*232	Elementary Music II	3	" "
Phy. Sci.	*201	General Physical Science I	3	—

	*202	General Physical Science II	3
Pol. Sci.	200	Intro. to Political Science	3
Economics	200	Economics	3
Sociology	~~110~~	Introductory Sociology	3 Seidman
Education	*300	The Reading Process	3
	*304	Developmental Reading	3
Phys. Sci.	*412	Science in the Elem. School	2

*These courses in the Multi-Subjects Program must be completed prior to the Initial Performance Practicum.

Professional Education - Early/Middle **29 sem. hrs.**

Education	~~200~~	Intro. to Education	3
	~~302~~	Human Growth and Development	3
	303	Educational Psychology	3
	305	Human Exceptionality and Cultural Diversity	3
	306	Instructional Technology	3
	310	Language Arts/Social Studies in Elementary School	2
		Initial Performance Practicum	
	400	Classroom Organization & Management, K-4	2
	401	Classroom Organization & Management, 5-8	2
	420	Student Teaching Exp. (Elem.)	8

303
No Sapp

Students who are qualifying for a Professional Certificate, Grades K-8, may wish to add a Special Education Specialization K-12, Library-Media K-12, or General Mathematics through Algebra I, 5-8 (Middle School) to their license.

Early/Middle Education

Program Options

Special Education Specializations
(may be added to multi-subject K-8 only) **21 sem. hrs.**

Common Core Coursework **6 sem. hrs.**

Ed.	220	Areas of Exceptionality in Special Education	3
	305	Human Exceptionality and Cultural Diversity	3

Specialized Coursework

A. Mentally Impaired K-12 **16 sem. hrs.**

Ed.	320	Education of the Mentally Impaired..	3
	321	Diag., Presc. and Assess. Tech.	3
	326	Curriculum and Inst.: Core Knowledge and Skills for Handicapped Learners	3
	446	Applied Practicum: Mentally Impaired and/or Learning Disabled	3
	470	Student Teaching-M.I.	4

B. Specific Learning Disabilities K-12 **16 sem. hrs.**

Ed.	317	Specific Learning Disabilities	3
	321	Diag., Presc. and Assess. Tech.	3
	326	Curriculum and Inst.: Core Knowledge and Skills for Handicapped Learners	3
	446	Applied Practicum: Mentally Impaired and/or Learning Disabled	3
	471	Student Teaching-SLD	4

Subject Specializations Grades 5-8*

(May be added to K-8 Early/Middle program only. See course requirements for each specialization in catalog section for that school.)

General Mathematics through Algebra I

*Requires Special Methods 431 in the Grades 5-8 specialization. This course must be taken prior to the semester one enrolls in the Initial Performance Practicum.

Middle/Adolescent and K-12 Education

Grades 5-12, 9-12, and K-12

General Studies **50-52 sem. hrs.**

Communication Skills **11 sem. hrs.**

English	104	Written English I	3
	108	Written English II	3
Speech	102	Speech Communication Theory	2
Speech	222	Classroom Communication	3

Literature: Select one course sequence **6 sem. hrs.**

English	220, 221	Literature of the Western World I, II	6
English	230, 231	Introduction to Literature I, II	6

Fine Arts: Select one course **2 sem. hrs.**

Art	255	Art Appreciation	2
Music	205	Music Appreciation	2
Theatre	100	Theatre Appreciation	2
Music	207	Beginning Recorder	2

Social Sciences: Select four courses **12 sem. hrs.**

Economics	200	Economics	3
		or	
	201	Economic Principles	3
Geography	210	Introduction to Geography	3
History	107	U.S. History I	3
History	108	U.S. History II	3
History	211	World Civilizations I	3
History	212	World Civilizations II	3
History	213	World Civilizations III	3
Pol. Sci.	103	American Government	3
Psyc.	101	Introduction to Psychology	3
Soc.	110	Introduction to Sociology	3

Math: **3 sem. hrs.**

Math	107	Fundamental Concepts of Mathematics or one of the following math courses: 102, 112, 113, 115, 170, 190, 200, 201, 206,	3

212, 214, 216, 315, 316, 323, 335, 336, 342, 361, 362, 372, 375, 391, 393, 400, 401, 411, or 413 ....

Natural Sciences: Select one sequence **8-10 sem. hrs.**

Biology	101	Principles of Biology	4
	102	Biology Organisms	4
Chemistry	101, 102	General Chemistry	8
Chemistry	105, 106	Chemical Principles	10
Physics	101, 102	Introduction to Physics	8
Geology	101	Physical Geology	4
	102	Historical Geology	4
		or	
	103	Introduction to Environmental Geology	4
		or four of following courses:	
Phy. Sci.	101	Astronomy	2
Phy. Sci.	102	Chemistry	2
Phy. Sci.	103	Geology	2
Phy. Sci.	104	Physics	2
Phy. Sci.	105	History of Physical Science	2

Physical Education **2 sem. hrs.**

P.E.	100	Fitness and Wellness	2

General Studies Electives: Select from the following **6 sem. hrs.**

Option I: Foreign Language Sequence (select one sequence)

French	101,102	Elementary French I, II	6
Spanish	101, 102	Elementary Spanish I, II	6
		(or other available languages)	

Option II:

Biology	201	Global Ecology	3
Business	280	Empowering Leadership (Also listed as Education, English, Social Science, and Technology)	3
CS	100	Introduction to EDP (or other appropriate CS course)	3
Education	100	Race, Class and Gender (Also listed as English, Social Science, and Sociology)	3
Math	113	Applied Statistics	4
Sociology	111	Introduction to Anthropology	3
Philosophy	200	Introduction to Philosophy	3
Physical Science	150	Scientific Problem Solving	3
Pol. Sci.	101	Introduction to Global Affairs	3
Technology	101	Introduction to Technology	3
Art	255	Art Appreciation (plus practicum)	3
Music	205	Music Appreciation (plus practicum)	3
Music	207	Beginning Recorder (plus practicum)	3
Theatre	100	Theatre Appreciation (plus practicum)	3

(Students may take a second Fine Arts Appreciation course plus a one hour arts practicum course or three one hour practica in the same discipline)

One writing course from:

English	109	Technical Report Writing	3
OAdm.	251	Business Communications	3
English	332	Narrative & Descriptive Writing	3
English	333	Writing Non-Fiction	3

Professional Education-Middle/Adolescent and K-12 .... 31 sem. hrs.

Education	200	Intro. to Education	3
	302	Human Growth and Development	3
	303	Educational Psychology	3
	304	Developmental Reading	3
	305	Human Exceptionality and Cultural Diversity	3
	306	Instructional Technology	3
		Initial Performance Practicum	
	432	Evaluation Techniques in the Secondary School	3
	433	Planning, Instruction, Management in the Secondary School	3
Sp. Meth.	431*	Special Methods (in subject specialization)	3
Education	450	St. Teaching Exp. (Secondary)	8
		or	
	421	St. Teaching Exp. (K-12)	4
	422	St. Teaching Exp. (K-12)	4

*Students electing a comprehensive field must include 431, Methods and Materials in the comprehensive area. If electing to complete two single subject specializations, Methods and Materials must be completed for both specializations. The student teaching assignments must also include teaching experience at each developmental level to be named on the license

Middle/Adolescent Education

Program Options

A. Grades 5-12, 9-12, Single Specializations (two specializations required)

	School
Art	Fine Arts
Biology (9-12)	Science and Mathematics
Business Education, Bus. Principles (9-12)	Business and Economics
Chemistry (9-12)	Science and Mathematics
English-Language Arts	Language and Literature
French	Language and Literature
General Science	Science and Mathematics
Health	Education/HHP
Oral Communications	Fine Arts
Physics (9-12)	Science and Mathematics
Technology Education	Technology

B. Grades 5-12, 9-12, Comprehensive Specializations (no additional specialization required)

Business Education (9-12)	Business and Economics
Consumer and Homemaking Education	Technology/Home Economics
Mathematics	Science and Mathematics
Technology Education	Technology
Social Studies	Social Science

C. Grades 5-8 Specialization

(must be combined with single or comprehensive specialization)

General Mathematics through Algebra I

D. Grades K-12 Specializations

Art - No second specialization required	Fine Arts
Music- No second specialization required	Fine Arts
Physical Education (Must add a 5-8, 5-12, 9-12, or K-12 field)	Education/HHP
School-Library-Media	Language and Literature

Minor in Education

Minor for B.S., B.A. Degrees

The School of Education/Health and Human Performance offers a minor for interested baccalaureate degree students. It is a valuable option for students who have an interest in teaching in their major field (e.g. math, biology, etc.) in the future but do not wish to pursue teacher certification at this time. Students can complete their major with an education minor during the normal four year sequence and then return to complete the requirements for becoming licensed to teach in their respective field(s).

Required Courses **18 sem. hrs.**

Ed.	200	Introduction to Education	3
	302	Human Growth and Development	3
	303	Educational Psychology	3
	304	Developmental Reading/Content Reading	3
	305	Human Exceptionality and Cultural Diversity	3
	306	Instructional Technology	3

Students are advised to complete the appropriate Special Methods course in addition to the minor if available, e.g., Math 431 for a math major, English 431 for an English major, etc. All course prerequisites, including formal admission to teacher education, are required for the minor. Interested students should contact the Dean of Teacher Education who serves as the advisor for the minor.

Health Science

The School of Education/Health and Human Performance offers a Bachelor of Science in Health Science and also a minor for students interested in pursuing a career in this area.

Major **50 sem. hrs.**
Course Requirements

Health	150	Introduction to Health	3
	202	Community and Environmental Health	3
	370	Contemporary and Drug Behavior Issues	3
	410	Seminar in Public Health Education	3
	415	Human Sexuality	3
	450	Field Practicum in Public Health	4

Major-Related Requirements

Business	310	Statistics	3
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
CS	100	Introduction to EDP	3
EMS	101	Techniques of Emergency Medical Services	4

Physical Ed.	211	Anatomy and Physiology	4
Psychology	210	Personal Adjustment	3
	250	Community Psychology	3
Sociology	200	Social Problems	3

Minor-Health Science **19 sem. hrs.**

Health	150	Introduction to Health	3
	202	Community and Environmental Health	3
	370	Contemporary and Drug Behavior Issues	3
	410	Seminar in Public Health Education	3
	415	Human Sexuality	3
	450	Field Practicum in Public Health	4

Teaching Field in Health Education 5-12
Course Requirements **32 sem. hrs.**

Health	150	Introduction to Health Science	3
	200	Foundations of Health Education	2
	202	Community and Environmental Health	3
	310	School Health and Safety	3
	325	Organizational and Planning Strategies in Health Education	3
	370	Contemporary and Drug Behavior Issues	3
	410	Seminar in Public Health Education	3
	415	Human Sexuality	3
Physical Ed.	211	Anatomy and Physiology	4
	431	Methods and Materials in Teaching Health and Physical Education	3
Safety	200	Accident Analysis and Emergency Care	2

Physical Education

A Bachelor of Science degree, major and minor, are offered in Physical Education for students interested in pursuing careers other than teaching (physical therapy, graduate research) which require background knowledge in Physical Education. The Bachelor of Arts in Education degree offers a subject specialization in Physical Education, grades 5 through 12 and K-12. The Physical Education Program is designed to stimulate the development of minimal competencies in the application, analysis and synthesis of concepts related to effective performance of sport and human movement activities.

Bachelor of Science-Physical Education
Course Requirements **43 sem. hrs.**

Physical Ed.	121	Intro. Seminar in Human Movement	2
	211	Anatomy and Physiology	4
	212	Physiology of Exercise	3
	232	Basic Aquatics	2
		or	
	233	Advanced Aquatics-Lifeguarding	2
	234	Individual and Dual Sports I	2
		or	
	239	Individual and Dual Sports II	2
	235	Team Sports I	2
		or	

	236	Team Sports II	2
	313	Biomechanics	3
	318	Sport Social Psychology	2
	320	Lifespan Motor Development	3
	400	Research Methodology	3
	410	Research Design Seminar	3

Related Science **8 sem. hrs.**

Chemistry	101	General Chemistry	4
Physics	101	Introduction to Physics	4

Required Electives (Select Two) **6 sem. hrs.**

CS	100	Introduction to EDP	3
Psychology	230	Social Psychology	3
Business	310	Statistics	3
Sociology	301	Ethnology	3

Minor
Course Requirements **20 sem. hrs.**

Physical Ed.	121	Intro. Seminar in Human Movement	2
	211	Anatomy and Physiology	4
	212	Physiology of Exercise	3
	313	Biomechanics	3
	318	Sport Social Psychology	2
	320	Lifespan Motor Development	3
	400	Research Methodology	3

Teaching Field in Physical Education
Subject Specialization K-12 **43 sem. hrs.**
Course Requirements

Physical Ed.	121	Intro. Seminar in Human Movement	2
	211	Anatomy and Physiology	4
	212	Physiology of Exercise	3
	313	Biomechanics	3
	318	Sport Social Psychology	2
	223	Evaluation of Instruction in Sport	2
	323	Early Psychomotor Curriculum	3
	325	Psychomotor Analysis Lab	3
	232	Basic Aquatics	2
		or	
	233	Advanced Aquatics-Lifeguarding	2
	343	Adapted Physical Education Activities	2
	234	Individual and Dual Sports I	2
	235	Team Sports I	2
	236	Team Sports II	2
	239	Individual and Dual Sports II	2
	240	Outdoor Leisure Activities	2
	241	Gymnastics and Dance	2
		or	
Recreation	146	Folk and Square Dance	2

Related Requirements **5 sem. hrs.**

Safety	200	Accident Analysis and Emergency Care	2
Physical Ed.	431	Methods and Materials in Teaching Health and Physical Education	3

Recreational Leadership

The curriculum of this minor provides a foundation of recreation philosophy, principles and objectives. Field experiences, which are designed to provide practical experience in a variety of recreational settings with various clientele, are included. Elective classes in sport coaching, outdoor recreation, and aquatic activities are provided.

Minor B.A. and B.S. Degrees **25 sem. hrs.**
Course Requirements

Minimum 2 sem. hrs.

Physical Ed.	232	Basic Aquatics	2
	233	Advanced Aquatics-Lifeguarding	2
	381	Water Safety Instructors	2

Minimum 2 sem. hrs.

	235	Team Sports I	2
	236	Team Sports II	2

21 sem. hrs.

	234	Individual and Dual Sports I	2
Recreation	141	Introduction to Recreation	3
	143	Outdoor Recreation	3
	144	Group Leadership	3
	145	Program Planning and Organization	3
	146	Folk and Square Dance	2
	301	Day Camp Administration (Summer Sessions Only)	3
Safety	200	Accident Analysis and Emergency Care	2

Sport Coaching

This fifteen-hour sequence of courses in Sport Coaching is designed to meet the need in the secondary schools for qualified athletic coaches. It is NOT a B.S. major or minor program, nor is it a separate certificate teaching degree program.

Course Requirements **15 sem. hrs.**

Physical Ed.	355	Scientific Foundations of Sport Coaching	4
	356	Administration and Coaching of Sport	3
	357	Medical-Legal Aspects of Sport Coaching	2
	358	Techniques of Sport Coaching	6

Fine Arts

(Art, Music, Speech Communication and Theatre)

All programs in Art, Music, and Speech Communication and Theatre have a strong performance orientation. Students earning a major in these areas of study must periodically demonstrate through public performance mastery of concepts and content studied.

Art

Fairmont State College Department of Art provides a program of study for the preparation of teachers in the visual arts, leading to the B.A. degree in Education, a 2 + 2 program leading to a B.S. degree in a Graphics/Fine Arts program, and also offers a minor in a non-teaching degree. The art curriculum and activities are committed to provide the highest professional education for the art teacher, the creative artist and the scholar of the arts, and to play a major role in the cultural life of the college campus and the community.

Minor	**24 sem. hrs.**
History of Art Courses (See Courses of Instruction)	5
Studio Work Courses (See Courses of Instruction)	19

Teaching Fields

Art Specialization K-12	**61 sem. hrs.**
Required Courses	**55 sem. hrs.**

Art	*140	Art Structure and Applied Design	3
	*141	Art Structure and Applied Design	3
	*142	Drawing	3
	*155	Theory of Art	2
	*241	Drawing from Life	3
	*261	Painting	3
	262	Painting	3
	278	Ancient and Medieval Art	3
	283	Modeling and Sculpture	3
	284	Modeling and Sculpture	3
	341	Printmaking	3
	355	Problems in Teaching Art I	2
	356	Problems in Teaching Art II	2
	363	Painting in Watercolor	3
	377	Italian and Northern Renaissance Art	3
	378	19th Century and Contemporary Art	3
	383	Pottery	3
	384	Pottery	3
	470	Senior Exhibit	1
	*431	Methods and Materials in Teaching Art	3
Electives			6

Electives to be selected from the following studio courses:
Painting: Art 361, 362, 364, 461, 462, 463. Pottery: Art 464. Sculpture: Art 465.
Area Studies: Art 467, 468, 469

Art Single Teaching Field 5-12 **44 sem. hrs.**
Required Courses

Art	*140	Art Structure and Applied Design	3
	*141	Art Structure and Applied Design	3
	*142	Drawing	3
	*155	Theory of Art	2
	241	Drawing from Life	3
	*261	Painting	3
	278	Ancient and Medieval Art	3
	283	Modeling and Sculpture	3
	341	Printmaking	3
	356	Problems in Teaching Art II	2
	363	Painting in Watercolor	3
	377	Italian and Northern Renaissance Art	3
	378	19th Century and Contemporary Art	3
	383	Pottery	3
	470	Senior Exhibit	1
	*431	Methods and Materials in Teaching Art	3

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

Graphics/Fine Arts

This is a 2+2 program in which successful completion of the associate degree in Graphics Technology with a specialization in Commercial Design constitutes the first two years of this bachelor's degree program. It is designed to provide training and skills beyond the associate degree level for the graphic artist, layout artist, illustrator, advertising designer, and for those positions in the printing industry that combine the skills of artist-layout-graphic arts.

Major **79 sem. hrs.**
Required Courses **70 sem. hrs.**

Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	155	Theory of Art	2
	199	Special Topics in Art	3
	241	Drawing from Life	3
	261	Painting	3
	283	Modeling and Sculpture	3
	341	Graphics	3
	363	Painting in Watercolor	3
	378	19th Century and Contemporary Art History	3
	467	Area Studies in Drawing & Painting	3
	468	Elective in Art	2
DRF	100	Engineering Graphics	3
GCT	100	Graphic Communications Processes	3
	200	Introduction to Desktop Publishing	3
	210	Graphics-Methods and Materials	3
	225	Basic Photography	3
	230	Layout and Design	3
	250	Graphic Practicum	4
OAdm.	101	Beginning Typewriting/Keyboarding	3

		or	
OAdm.	102	Intermediate Typewriting/Keyboarding	3
English	109	Technical Report Writing	3
Journ.	240	Reporting	3
	312	The Publication Process	3
Electives			9

Electives selected from the following courses:

GCT	150	Computer Applications to Graphics	3
	220	Estimating & Cost Analysis	3
	235	Layout and Design II	3
	270	Screen Printing Techniques	3
	310	Advanced Photography	3
	320	Electronic Publishing	3
	355	Advanced Image Transfer	3
	410	Special Topics-Graphics	3

Music

The Music Department offers a minor in music for the Bachelor of Arts Degree and a Comprehensive (K-12) Music major under the Bachelor of Arts in Education Degree. The degree programs are organized to provide a thorough background for a music teaching or a professional career. Major applied areas are offered in vocal, instrumental (strings, woodwinds, brass and percussion), piano, and organ.

The department provides excellent musical instruction for its students through a highly qualified professional staff of performing and teaching professors, a constantly improving and varied curriculum, and a series of sequential musical experiences and studies in all music degree programs. The department believes in exposing music students to many new and innovative educational and musical ideas as well as emphasizing the musical heritage of the past. Departmental organizations such as band, orchestra, choir, ensembles, stage band, and soloists participate regularly in productions, concerts, and activities of the college and have toured in West Virginia, the United States, and Europe.

Opportunities are provided for music students to attend numerous recitals, productions and other musical events on and off campus. Several professional and fraternal organizations are sponsored by the department, including a student chapter of MENC, ACDA, Kappa Kappa Psi, and Sigma Alpha Iota, professional sorority for women music students.

The Music Department is housed in Wallman Hall. It is well equipped with musical instruments and materials and its facilities include an electronic piano classroom, theory room, music education room, listening library, instrumental and choral rehearsal rooms, 18 practice rooms, nine studios and Wallman Hall Auditorium.

Music Minor **26 sem. hrs.**

Required Courses

Music Theory: 8
Music 109 and 110, Comprehensive Theory
(Music 108 Beginning Theory may be recommended as elective)

Appreciation: 3
Music 206, Music Appreciation for Majors

Conducting: 2
Music 245, Fundamentals of Conducting

Participation: 4
Music 167, 168, 169, 172
(Collegiates, Band, Orchestra)

Applied Music: 9
*Music 105 or 107, Piano (minimum 4 hours, proficiency exam) 4
**Music 139, Class Voice 1

(Music 103, 107, 141, 177-197) 4
All four hours in same course number)

Note:
*Music minors with a piano emphasis may substitute four hours credit in music elective.
**Music minors with a vocal emphasis may substitute one hour credit in a music elective.

Teaching Field

Courses marked with an asterisk must be completed before a student is admitted to the Initial Performance Practicum. See Music Department Handbook for requirements for recitals, concert attendance, applied levels, piano proficiency, and freshman level assignments, etc.

Subject Specialization K-12 **68 sem. hrs.**
(Students elect either Choral, Instrumental, or Piano-Organ emphasis)
Theory, Comprehensive: 18
Music 109, 110, 209, 210 Comprehensive Theory* 16
Music 309, Orchestration* 2
History and Appreciation: 9
Music 101, Recitals and Seminar (each semester)* .... N/C
Music 206, Music Appreciation for Majors* 3
Music 313, 314 Music History* 6
Conducting: 4
Music 245, Fundamentals of Conducting* 2
Music 347, Advanced Conducting (Instrumental and Choral)* 2
Participation: 4
Music 167, 168, 169, 172
(Collegiates, Band, Orchestra)****
Applied Music and Classes: 18
Applied Major (Emphasis)
I-VII* 7
103 Organ, 107 Piano, 177-204 Instrumental, 141 Voice
Instrumental Classes 5
211, String Class I-II* 1
(Recommended all majors take 211-II)
213-I Brass Class* 1
215-I Woodwind Class* 1
217 I Percussion Class* 1
Music 440, Senior Recital 1
(See Music Department Handbook for applied requirements)

Additional Requirements 6

Choral Emphasis:
Instrumental Class II 1
or Music 320, Keyboard Accomp.***Piano**
105, I-II, Piano Class* 2
107, I, II, III Piano 3

Instrumental Emphasis:
Instrumental Class II 1
Note: Brass Majors must take 215 and 415, Woodwind Majors must take 213 and 413, Percussion majors must take 213 and 413 and 215 and 415, and may be excused from 217 by passing rhythmic reading proficiency.
Piano**105, I and II, Piano Class 2
Piano* 107, I-II 2
139 Voice Class 1
Piano and Organ Major:

Instrumental Class II	1
or 103 Organ or 320 Keyboard Accompanying	
Applied Minor (Instrumental or Voice)	4
139 Voice Class	1

Music Education	9
*Music 328, Elementary Music Methods, Materials and Administration	2
*Music 429, Instrumental Methods, Materials and Administration	2
*Music 430, Choral Methods, Materials and Administration	2
*Music 431, Methods and Materials in Teaching Music	3

Note:

All Music majors with an instrumental emphasis must take Band their freshman and sophomore years and at least one semester of chorus is recommended.

All Music majors, to meet attendance requirements for graduation, must be enrolled in Music 101, Concerts, Recitals and Seminars (CRS) NC, each semester enrolled.

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

**Piano proficiency is required of all music students and is certified by an examination. The examination may be attempted upon completion of one or more hours of piano study. If successful the student may substitute other music electives for the remaining hours. If the examination is failed, the student must continue to take piano lessons until the proficiency exam is passed.

***Music 320, Keyboard Accompanying, may be substituted for one hour of applied piano.

****A music major or minor, in addition to the four hours participation credit, must be enrolled in a major performance group (band, choir, orchestra) during each semester of college attendance. Participation enrollment should be in line with the applied major.

Speech Communication and Theatre

The Department of Speech Communication and Theatre has designed a program to provide students with a variety of choices for developing their knowledge and skills through study and performance. Oral communication skills dominate individuals' efforts to work and live together. Modern society and business are demanding higher levels of communication skills. By building a base of performance experience through classroom exercises, public performances, regional and national competition, students can develop oral communication competence and expertise which will prepare them to meet employment and societal responsibilities.

The goal of all curricular and co-curricular activities in the Department of Speech Communication and Theatre is to increase student understanding and skills in a wide variety of oral communication events. Co-curricular activities offered by this department are designed to be learning experiences for students enrolled in departmental courses and for students who are not enrolled in department classes.

A number of program choices are available to students in the Department of Speech Communication and Theatre. Students may choose a degree program in:

1. A Bachelor of Arts major degree program in Theatre, a liberal arts program, which can be paired with any academic minor desired by the student.
2. A Bachelor of Arts major degree program in Speech Communication, a liberal arts program, which can be paired with any academic minor desired by the student.
3. A two-year Associate of Arts general studies degree with a concentration in either speech communication or theatre. This option is available for students with little background in either speech communication or theatre who want to be prepared to pursue professional degree programs in either field.
4. Bachelor of Arts minor degree programs in either Speech Communication or Theatre.
5. Bachelor of Arts in Education, single field, grades 5-12 in Oral Communications

(Speech Communication and Theatre).

The co-curricular activities of this department are open to all students. For detailed information see Forensics and Theatre under Student Services and Organizations in this catalog.

Bachelor of Arts in Speech Communication **39 sem. hrs.**
Required Courses **34 sem. hrs.**

Speech	105	Voice and Diction	3
	171	Intro. to Broadcasting	2
	215	Nonverbal Communication	2
	219	Language in Speech Communication	3
Theatre	220	Oral Interpretation	2
Speech	231	Small Group Communication	3
		or	
	235	Interpersonal Communication	3
	241	Argumentation & Debate	3
	303	Listening: Theory & Practice	3
	337	Persuasive Communication	2
	345	Oratory	1
	361	Speaking for Business & Professionals	3
		or	
	369	Communication in Organization	3
	421	Extemporaneous Speaking	1
	459	Speech Correction	3
	469	Seminar in Ethical & Legal Issues of Communication	3
Electives			5

Only 3 sem. hrs. are allowed from any one course.

Speech	103	Listening Skill	1
	107	Speech Improvement	3
	199	Special Topics in Speech Communication	1-12
	249/449	Intercollegiate Debate Practicum (I-VIII)	1
	271/272	Broadcast Practicum	1
	361	Speaking for Business &Professionals	
		or	
	369	Communication in Organizations	3
	439	Public Speaking Practicum (I-VIII)	1
	491	Directed Study	1-4
Theatre	228/428	Oral Interpretation Practicum (I-VIII)	1

Speech Communication Minor **25 sem. hrs.**
Required Courses **22 sem. hrs.**

Speech Com.	105	Voice and Diction	3
	171	Introduction to Broadcasting	2
	215	Nonverbal Communication	2
	219	Language in Speech Communication	3
	231	Small Group Communication	
		or	
	235	Interpersonal Communication	3
	241	Argumentation and Debate	3
	337	Persuasive Communication	2
	345	Oratory	

		or	
	421	Extemporaneous Speaking	1
	459	Speech Correction	3
Electives			3

Electives selected from the following courses:

Speech Comm.	103	Listening Skills	
		or	
	249	Intercollegiate Debate I-IV	
		or	
	439	Public Speaking Practicum I-VIII	1
	199	Special Topics	1
	303	Listening Theory & Practice	3
	361	Speaking for Business and Professionals	3
	369	Communication in Organizations	3
	449	Intercollegiate Debate I-IV	1
	469	Seminar in Ethical and Legal Issues of Communication	3
	491	Directed Study in Speech Com	1

Elective Courses in Speech Communication may be selected from the Speech Communication course offerings. Recommended Related Courses: English 319, Journalism 270, Psychology 201, Psychology 240.

Bachelor of Arts in Theatre **35 sem. hrs.**
Required Courses **25 sem. hrs.**

Speech Com.	105	Voice and Diction	3
Theatre	110	Introduction to Theatre	2
	114	Body Training and Stage Movement	2
	140	Theatre Production	2
	*148	Theatre Workshop	1
	212	Theatre Makeup	1
	220	Oral Interpretation	2
	230	Acting	2
	238	Acting Workshop I-IV	1
	244	Intro. to Th. Design	3
	260	Theatre History	3
	336	Directing	2
	438	Directing Practicum	1
**Electives in Theatre			10

*One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatre Production). Previously acquired credit will not fulfill the requirement.

**At least 5 hours in Theatre electives must be in upper level courses.

Theatre Minor **25 sem. hrs.**

Speech Com.	105	Voice and Diction	3
Theatre	100	Theatre Appreciation	
		or	
	110	Introduction to Theatre	2
	114	Body Training and Stage Movement	2
	140	Theatrical Production	2
	*148	Theatre Workshop I-IV	1
	212	Theatrical Make-up	1
	220	Oral Interpretation	2
	230	Acting	2

238	Acting Workshop I-IV	1
244	Intro. to Theatrical Design	3
260	Theatre History	3
336	Directing	2
438	Directing Practicum	1

*One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatrical Production). Theatre 148 or 348 taken separately from Theatre 140 will not fulfill the requirement.

Elective Courses in Theatre
May be selected from any of the Theatre course offerings listed.

Recommended Related Courses for Theatre Majors and Minors
Art 255 or Music 205 (one not used to meet General Education Requirements), English 318, English 315, English 422, Music 139, Music 141, Art 142.

Performance

In order that a student majoring or minoring in Speech Communication or Theatre may be recommended for graduation by the Speech Communication and Theatre faculty, he/she must perform in one or more of the department faculty directed/sponsored public performance areas listed below. A student must reach a satisfactory level of proficiency in at least one of the performance areas. Each student's performance and level or proficiency will be periodically appraised by the faculty.

Performance Areas

Theatre: acting, technical crews, directing, public relations, house management, business management, etc., with Masquers, Town and Gown Players, Masquers, Jr., or studio theatre presentations.
Oral Interpretation: reader's theatre, intercollegiate festivals, contests, and other public performances.
Public Speaking: intercollegiate debate, competitive communication and public speaking events, festivals and exhibitions, organizing and evaluating communication performances and other public speaking presentations.
Radio/TV: acting, producing, writing, announcing, etc., for FSC campus radio and TV public broadcasts.

Teaching Field in Oral Communications (Speech Communication and Theatre)

Single Teaching Field, Grades 5-12 **36 sem. hrs.**
Required Courses **31 sem. hrs.**

Speech Com.	*105	Voice and Diction	3
	*171	Introduction to Broadcasting	2
	*241	Argumentation and Debate	3
	*337	Persuasive Communication	2
	*345	Oratory	1
	459	Speech Correction	3
**Theatre	*140	Theatrical Production	2
	*148	Theatre Workshop	1
	*220	Oral Interpretation	2
	*230	Acting	2
	*336	Theatrical Directing	2
	350	Children's Drama	3
	354	Creative Drama Practicum	1
	*438	Theatrical Directing Practicum	1
	***431	Methods and Materials in Teaching	

Speech Communication and Theatre 3

Electives 5

Select courses from the Speech Communication and/or Theatre courses listed under the Courses of Instruction in this catalog to total 5 credit hours.

*Courses marked with an asterisk must be completed before the Initial Performance Practicum.

**The one required hour in Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Play Production). Previously acquired credit in Theatre 148 or Theatre 348 will not fulfill this requirement.

***Speech Communication 431 must be taken prior to the Initial Performance Practicum. It must be taken in either the junior or senior year by all oral communications majors.

Performance

In order that the B.A. in Education student with a teaching field in Oral Communications (grades 5-12) may be able to meet the competencies for state teacher accreditation and hence be recommended for the Initial Performance Practicum by the Speech Communication and Theatre faculty, he/she must perform extensively in one or more of the department faculty directed/ sponsored public performance areas listed below. The activities in these areas are necessary co-curricular supplements or enrichments to classroom experiences. The student's performances in the areas must be extensive enough that the student reaches a satisfactory level of proficiency in at least one of the performance areas. A periodic appraisal of the extent of the student's performance and level of proficiency will be made.

Health Careers

(Allied Health Administration, Nursing)

Bachelor of Science Degree in Allied Health Administration

(For Students with Associate Degrees in Health Career Programs)

This is a comprehensive program which is designed to provide health professionals with the education to become administrators in health care agencies. The curriculum is directed towards meeting the management, problem solving, finance and interpersonal skills that are common to a variety of health care organizations.

To be eligible for admission to the Bachelor of Science Degree in Allied Health Administration, a student must have an associate degree, or comparable degree, in a health-related field from a college accredited by a regional association of colleges and schools. The program provides recipients of associate degrees, in a variety of health careers, with the opportunity to continue their education and obtain a Bachelor of Science Degree in Allied Health Administration. An additional intent of the program is to provide career advancement opportunities for those who are already employed in health care organizations.

Requirements include general studies courses and a core curriculum which encompasses accounting, management, problem solving and allied health courses. The Program may be complete on a full-time or part-time basis.

Required Courses **33-34 sem. hrs.**

Accounting	201	Principles of Accounting I	3
Allied Health	301	Health Care Organization	3
	302	Management Problems of the Health Care Delivery System	3
	372	Legal and Medical Ethics	3
	401	Practicum and Seminar	3
Business	310	Statistics	3
		or	
Math	113	Applied Statistics	4
CS	100	Introduction to EDP	3
		or	
Physical Science	150	Scientific Problem Solving	3
Management	209	Principles of Management	3
	308	Personnel Management	3
	390	Human Behavior in Organization	3

Electives (selected from the following) **3 sem. hrs.**

Allied Health	100	Medical Terminology	3
	341	Death and Dying	3
	399	Special Topics in Allied Health Admin.	1-3
	412	Veterinary Laws and Ethics	1
Biology	101	Principles of Biology	4
	102	Biology of Organisms	4
	360	Biochemistry	3
Chemistry	201	Organic Chemistry	4
	202	Organic Chemistry	4
Economics	201	Economic Principles and Problems	3
	202	Economic Principles and Problems	3
Management	305	Small Business Management	3
Marketing	204	Marketing	3
OAdm.	310	Supervising Office Systems Personnel	3
Philosophy	325	Ethics	3
Veterinary Tech	310	Laboratory Animal Techniques II	3

Nursing

(Bachelor of Science)

The Bachelor of Science in Nursing Program is designed for Registered Nurses who desire a baccalaureate degree in nursing. It provides career mobility for the associate degree and diploma graduate nurse. The program is designed to prepare nurse generalists who possess the professional competence to provide and coordinate care in situations of health promotion, maintenance, and restoration. The program aims to provide a base for graduate study and to prepare graduates to assume accountability for nursing practice in the roles of clinical generalist, client advocate, leader, collaborator, research participant and lifelong learner.

The curriculum is individually designed on the basis of the student's academic background. A minimum of 132 approved credit hours is required. This includes 32 upper division nursing credits. The program can be completed in two full-time academic years if the lower division requirements have been completed in advance. Official entry into the program occurs with enrollment in Nursing 350. Students may enroll on a full-time or part-time basis. Nursing courses will be offered in the evening when possible.

All applicants seeking admission to the Bachelor of Science in Nursing Program are required to:

1. Meet the general admission requirements of Fairmont State College.
2. Hold a license to practice as a Registered Nurse in West Virginia.
3. Submit an application for admission, designating the major as Baccalaureate in Nursing, to the Director of Admissions in order to be considered for admission. The following information must also be submitted:
    a. Official high school transcript or GED scores.
    b. Official college or diploma program transcripts.
    c. Short résumé including education and work experience since graduation.
    d. Evidence of current CPR certification (must be provided prior to beginning clinical courses).
    e. Completed health form (required for final approval).
4. Complete successfully lower division requirements as indicated prior to admission to clinical nursing courses.
5. Have transfer courses evaluated by the Director of Admissions.

Registered Nurses who have not completed the required lower division courses are encouraged to contact the Department of Nursing for advisement purposes.

The following courses are required for completion of this program. Credit for some courses may be earned by examination. All required support courses must be completed prior to or concurrently with Nursing 440. Admission to the program is required for enrollment in clinical nursing courses.

Courses marked with an asterisk must be completed prior to admission to the BSN nursing courses.

Required Support Courses **63 sem. hrs.**

Communication Skills

*English	104	Written English I	3
*English	108	Written English II	3
Speech	102	Speech Communication Theory	2
Speech	202	Speech Communication Practice	3

Literature

English	220, 221	Literature of the Western World I, II or	
English	230, 231	Introduction to Literature I, II	6

Fine Arts

Art	255	Art Appreciation	
		or	
Music	205	Music Appreciation	
		or	
Music	207	Beginning Recorder	
		or	
Theatre	100	Theatre Appreciation	2

Social Sciences

Economics	200	Economics	3
*Political Science	103	American Government	3
*Psychology	101	Introduction to Psychology	3
Psychology	240	Statistics	4
*Sociology	110	Introductory Sociology	3

Natural Sciences

*Biology	170	Anatomy and Physiology	4
*Biology	205	Technical Microbiology	4
*Chemistry	101	General Chemistry	4
Chemistry	102	General Chemistry	4

Mathematics

Math 107 or other Math Course meeting General Studies Requirement	3

Management

Management	209	Principles of Management	
		or	
	308	Personnel Management	3

Education

Education	100	Race, Class, and Gender	3

Elective

General Studies Elective	3

*Courses marked with an asterisk must be completed prior to enrolling in Nursing 350. Chemistry 101 is required prior to enrollment in Nursing 360.

Required Nursing Courses **32 sem. hrs.**

Nursing

Nursing	320	Health Assessment	4
	330	Health Deviations	3
	350	Professional Nursing Concepts	3
	360	Complex Nursing Situations	4
	400	Research in Nursing Practice	3
	410	Community Health Nursing	6
	430	Leadership and Management in Nursing Practice	3
	440	Nursing Practicum	6

Associate Degree Nursing Credits **37 sem. hrs.**
Total **132 sem. hrs.**

Language and Literature

(English, French, Journalism, Library Science, and Spanish)

English

The English program provides instruction in the English language and literature as part of the College's general requirements. In addition, the department offers a bachelor of arts degree and a teaching specialization in English education. Two minors, one in business and technical writing and one in literature, are also available. Students in any program may select from a variety of courses to enhance their knowledge of English.

Advanced Standing

By reviewing high school records and performances on the ACT, the Registrar will determine eligibility for advanced standing and credit in English. To qualify, a student must have no semester grade of less than B in each of the four units of high school English and a score of 25 or higher on the English section of the Enhanced ACT or 470 on the English section of the SAT.

Major in English-Bachelor of Arts **42 sem. hrs.**

General Studies Requirements **12 sem. hrs.**

English	104	Written English I	3
	108	Written English II	3
	*220	Literature of the Western World I	3
	*221	Literature of the Western World II	3

*These courses are recommended by the School, but students have the option of taking the following genre sequence:

English	230	Introduction to Literature I: Prose Narratives	3
	231	Introduction to Literature II: Poetry and Drama	3

Upper Level Courses **42 sem. hrs.**

Core Requirements:

English	303	Survey of American Literature I	3
	304	Survey of American Literature II	3
	313	Survey of British Literature I	3
	314	Survey of British Literature II	3
	374	Shakespeare	3
	320	Literary Criticism	3
		Subtotal	18

Restricted Electives: Select one from each one of the following groups:

Group A

(Select one) 3

English	330	Semantics
	331	Study of the English Language

Group B

(Select one) 3

English	332	Narrative/Descriptive Writing

	333	Writing Non-Fiction
	344	Writing Poetry
	345	Writing Fiction

Group C

(Select one) 3

English	361	Major American Writers 1820-70
	362	Major American Writers 1870-1920
	363	American Novel

Group D

(Select one) 3

English	370	Literature of the Middle Ages
	373	Chaucer
	375	Seventeenth Century British Literature
	377	Eighteenth Century British Literature

Group E

(Select one) 3

English	378	Literature of the Romantic Period
	379	Literature of the Victorian Period
	380	Twentieth Century British Literature
	381	The British Novel

Group F

(Select one) 3

English	390	Modern Drama
	391	The Short Story
	392	Contemporary Poetry

Subtotal 18

Additional Electives: (Select two courses from the following options) 6

Writing Option - Select two more writing courses from Group B.
OR
Literature Option - Select two courses from the following list or one course from this list and one course from Groups C to F.

English	382	World Novel	3
	385	The Arthurian Tradition	3
	386	The Bible as Literature	3
	387	Folk Literature	3
	388	Women's Literature	3
	389	Minority Literature	3
	393	Southern Literature	3
	394	The Art of the Motion Picture	3
	399	Special Topics in English	3
		Subtotal	6

Minor in English **21 sem. hrs**

General Studies Requirements **12 sem. hrs.**

English	104	Written English I	3
	108	Written English II	3
	*220	Literature of the Western World I	3
	*221	Literature of the Western World II	3

*These courses are recommended by the School, but students have the option of taking the genre sequence 230-231.

Upper Level Courses **21 sem. hrs.**

Core Requirements:

English	374	Shakespeare	3
	303	Survey of American Literature I	
		or	
	304	Survey of American Literature II	3
	313	Survey of British Literature I	
		or	
	314	Survey of British Literature II	3
		Subtotal	9

Electives:

Group A

(Select one) 3

English	330	Semantics
	331	Study of the English Language
	332	Narrative and Descriptive Writing
	333	Writing Non-Fiction
	344	Writing Poetry
	345	Writing Fiction

Group B

(Select one 3

English	303	Survey of American Literature I
		or
	304	Survey of American Literature II
	361	Major American Writers, 1820-70
	362	Major American Writers, 1870-20
	363	American Novel

Group C

(Select one) 3

English	313	Survey of British Literature I
		or
	314	Survey of British Literature II
	370	Literature of the Middle Ages
	373	Chaucer
	375	Seventeenth Century British Literature
	377	Eighteenth Century British Literature
	378	Literature of the Romantic Period
	379	Literature of the Victorian Literature
	380	Twentieth Century British Literature
	381	The British Novel
	382	The World Novel

Group D

(Select one) 3

English	320	Literary Criticism
	382	World Novel
	385	The Arthurian Tradition
	386	The Bible as Literature
	387	Folk Literature
	388	Women's Literature
	389	Minority Literature
	390	Modern Drama
	391	The Short Story
	392	Contemporary Poetry
	393	Southern Literature

	394	The Art of the Motion Picture	
	399	Special Topics in English	
Additional Writing Courses:			
	332	Narrative and Descriptive Writing	
	333	Writing Non-Fiction	
	344	Writing Poetry	
	345	Writing Fiction	
		Subtotal	12

Minor in Business and Technical Writing 18 sem. hrs.

In addition to the twelve General Studies semester hours required in English (104, 108, and 220, 221 or 230, 231), the English minor taking this option is required to complete 18 hours in English and Journalism courses according to the following plan:

English	109	Technical Report Writing	3
	330	General Semantics	3
	333	Writing Non-Fiction	3
	349	Advanced Technical Communication	3
Journalism	*240	Reporting I	3
	312	The Publication Process	3

*Journalism 240 should be taken before Journalism 312.

B.A. in Education
English/Language Arts 5-12 48 sem. hrs.

General Studies Requirements 12 sem. hrs.

English	104	Written English I	3
	108	Written English II	3
	*220	Literature of the Western World I	3
	*221	Literature of the Western World II	3

*These courses are recommended by the School, but students have the option of taking the genre sequence 230-231.

Upper Level Courses 48 sem. hrs.

Core Requirements:

English	303	Survey of American Literature I	3
	304	Survey of American Literature II	3
	313	Survey of British Literature I	3
	314	Survey of British Literature II	3
	331	Study of the English Language	3
	*332	Narrative and Descriptive Writing	3
	355	Young Adult Literature	3
	374	Shakespeare	3
	431	Methods of Teaching English	3
Education	300	The Reading Process	3
Journalism	312	The Publication Process	3
		Subtotal	33

*Also satisfies General Studies Elective Option for additional writing course.

Select one from each of the following groups:

Group A

(Select one) 3

English	370	Literature of the Middle Ages
	373	Chaucer
	375	Seventeenth Century British Literature
	377	Eighteenth Century British Literature

Group B

(Select one) 3

English	361	Major American Writers 1820-1870
	362	Major American Writers 1870-1920
	378	Romantic Literature
	379	Victorian Literature
	380	Twentieth Century British Literature

Group C

(Select one) 3

English	363	American Novel
	381	British Novel
	382	World Novel

Group D

(Select one) 3

English	390	Modern Drama
	391	Short Story
	392	Contemporary Poetry

Group E

(Select one) 3

English	385	The Arthurian Tradition
	386	Bible As Literature
	387	Folk Literature
	388	Women's Literature
	389	Minority Literature
	393	Southern Literature
	394	Art of the Motion Picture
	399	Special Topics

Subtotal 15

French

Students taking French courses enroll in a program aimed at developing skills in reading, speaking, listening and writing. There is instruction in French civilization, culture, and literature, all aimed at an understanding of the French mind. Students preparing to teach French, and those preparing for fields of international relations and business have available a series of courses in conversation and composition to establish these advanced skills.

French Major
(In collaboration with the Foreign Language Department of West Virginia University)

B.A.	**30 sem. hrs.**
B.A. in Education (Single Teaching Field, Grades 5-12)	**33 sem. hrs.**

Required Courses

French	101	Elementary French I 3

102	Elementary French II	3
201	Intermediate French I	3
202	Intermediate French II	3
*292	Pro-Seminar - First Option	
	France in Perspective	3
	Contemporary Literature	3
	or	
**292	Pro-Seminar - Second Option	
	Conversation	3
	Contemporary French Culture	3
311	French Composition and Conversation I	3
312	French Composition and Conversation II	3
314	French Civilization and Culture	3
426	Main Currents of French Literature	3
	and Culture	
431	Methods and Materials in Teaching French (Required for the B.A. in Education)	3

*Courses also offered at West Virginia University.

**The Pro-Seminar - Second Option is offered in the West Virginia University French Program Overseas.

Minor **24 sem. hrs.**
Required Courses **15 sem. hrs.**

French	101	Elementary French I	3
	102	Elementary French II	3
	201	Intermediate French I	3
	202	Intermediate French II	3
	311	French Composition and Conversation I	3
		or	
	312	French Composition and Conversation II	3

Electives selected from any of the
remaining French courses listed under the French Major 9

Journalism

The Journalism curriculum provides students with a varied academic program and many choices for practical mass media experience. Academically, students may select from the following Journalism programs:

I. **Journalism as a minor** compatible with any four-year major in either the bachelor of arts or the bachelor of science degrees. The minor provides non-teaching students with two options: the 18-hour minor applicable to any baccalaureate degree or as a Pre-Journalism program for students planning to transfer to professional journalism schools; and the 18-hour Technical Writing program, applicable also to any baccalaureate degree, for those who want greater concentration in writing and more latitude in the variety of commercial and industrial writing and editing careers available to them.

II. **Journalism as part of the Regents' degree** with a combination of coursework and practical experience dependent upon individual programs and administrative approval.
All of these programs provide additional expertise in journalism through the practical experiences of staff work on the award-winning student publications-The Columns, the college's

weekly newspaper, and Mound, the yearbook, both of which consistently achieve national and state recognition for excellence-and by internships at the local newspaper, and radio and television stations where students gain reportorial skills under the supervision of professional journalists.

Students in the Journalism program should consult the School's Chair (311 Jaynes Hall) either before enrolling or before the end of their first semester to determine schedule and sequence of courses. All students in good standing are eligible to apply for staff work on the student publications. Students should consult the Student Publications Advisor and the appropriate editor.

Journalism courses are open as electives to students in any field. Specific courses are required, however, of students in Graphics/Fine Arts (Journalism 240 and 312) and in English Education (Journalism 312). Students in any of these programs should check with the School's Chair about course sequence and prerequisites, listed with course descriptions elsewhere in this catalog.

Completion of Journalism 240 and L240 is necessary before enrolling in Journalism 312 and 340. Students should also be able to type before registering for any of these courses.

Because prospective teachers, both elementary and secondary, need to be aware of the impact of mass communications today, they should consider taking one or more of the introductory courses, such as Reporting I, Communications and Society, and the History of American Journalism.

Because they deal with communications skills, English majors may find additional hours in journalism beyond the required reporting course helpful. They should consult journalism faculty about additional courses offered by the department.

The Journalism program has five broad objectives: to develop an awareness of the tremendous impact of the mass media on society; to build a knowledge of the history of communications, its importance, laws, ethics and limitations of its freedom; to provide a knowledge of the tools and methods of the communications media; to evaluate data so as to separate facts and truth from chaff, misleading statements, and outright falsehood; and to give practical experience in writing and producing material so that graduates are prepared for work in print or broadcast journalism.

Pre-Journalism or Journalism Minor, B.A. and B.S. Degrees 18 sem. hrs.

Journalism	240	Reporting I	3
	270	Communications in Society	3
	280	History of American Journalism	3
	312	Publications Process	3
	334	News Photography	3
	340	Internship	3

Journalism Minor-Technical Writing Option 18 sem. hrs.

English	109	Technical Report Writing	3
	330	General Semantics	3
Journalism	240	Reporting I	3
	312	Publications Process	3
	340	Internship	3

A minimum of three elective hours must be selected from among these courses:

English	333	Writing Non-Fiction	3
	349	Advanced Technical Communications	3

In addition, the following electives are suggested:

English	333	Writing Non-Fiction	3
	349	Advanced Technical Communications	3

Journalism	334	News Photography	3
	340	Internship	3

Library Science

The library science program is designed to meet the needs of students preparing to qualify for state certification as librarians in public schools; students who desire a minor that will prepare them for positions in public, academic, and special libraries; and students who are interested in preparing for graduate study in librarianship. Moreover, other students, regardless of subject interests, can profitably elect courses from Library Science offerings.

Persons holding the Bachelor of Arts or Bachelor of Science degree, with a minor in library science, are prepared for employment in academic, public, or special libraries at the associate level. The library associate performs pre-professional tasks that require maturity of judgment, an appreciation of the philosophy of library service and the ability to respond to the needs of people using the library. This minor also provides the prerequisite requirements of many American Library Association accredited library schools.

Minor **24 sem. hrs.**

Lib. Sci.	200	Reference and Bibliography	3
	210	Library Materials for Adolescents	3
	302	Cataloging and Classification	3
	303	Technologies and the Library	3
	304	Organization and Administration	3
	305	Library in the Educational Process	3
	400	Library Practice	3
English	354	Children's Literature	3

Teaching Field as School Librarian
School-Library Media K-12 **24 sem. hrs.**

The purpose of this program is to prepare students for certification in elementary and secondary school librarianship. This teaching field (K-12) must be selected in combination with a specialization for classroom teaching. Library Science 400 is taken as part of the Initial Performance Practicum.

Lib. Sci.	*200	Reference and Bibliography	3
	*210	Library Materials for Adolescents	3
	*302	Cataloging and Classification	3
	*303	Technologies and the Library	3
	*304	Organization and Administration	3
	*305	Library in the Educational Process	3
	400	Library Practice	3
English	*354	Children's Literature	3

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

Spanish

Students taking Spanish courses enroll in a program aimed at developing skills in reading, speaking, understanding, and writing the Spanish language. Information about the cultures of Spain and Latin America forms a part of the courses offered in the program with the view that there will be increased commercial, political, and cultural contact with the Spanish-speaking peoples of the world.

Minor B.A. and B.S. Degrees **24 sem. hrs.**

Spanish	101	Elementary Spanish I	3
	102	Elementary Spanish II	3
	201	Intermediate Spanish I	3
	202	Intermediate Spanish II	3
	301	Spanish Composition and Conversation I	3
	302	Spanish Composition and Conversation II	3
	310	Spanish Civilization and Culture	3
	320	Latin American Civilization and Culture	3

Science and Mathematics

(Biology, Chemistry, Computer Science, Geology, Mathematics, Physical Science, Physics)

Biology

Students who major in biology select one of the following degree programs: (1) the Bachelor of Science degree as preparation for employment or graduate study, (2) the Bachelor of Arts in Education degree with a specialization in biology as preparation for teaching biology in grades 9-12.

Students in both the B.S. and B.A. in Education degree programs are required to complete basic courses in biology designed to provide a comprehensive understanding of plant and animal life. Electives may be chosen from a wide range of advanced courses.

Advanced undergraduates are regularly employed as paid laboratory assistants.

Bachelor of Science Degree

Major **67 sem. hrs.**
Required Courses **58 sem. hrs.**

Biology	185	Principles of Zoology	4
	190	Principles of Botany	4
	210	Field Biology	3
	220	Invertebrate Zoology	
		or	
	221	Vertebrate Zoology	4
	228	Algae, Fungi and Slime Molds	
		or	
	229	Bryophytes and Vascular Plants	4
	243	Terrestrial Ecology	
		or	
	245	Aquatic Ecology	3
	310	Cell Biology	3
	368	Animal Physiology	
		or	
	370	Plant Physiology	4
	380	Genetics	4
	390	Molecular Biology	4
Chemistry	105, 106	Chemical Principles	10
	201, 202	Organic Chemistry	8
Math	112	College Algebra or higher	3
Electives			9

Electives selected from the following courses:

Any biology courses 200 or higher, or

Mathematics	190	Calculus I	4
	315	Calculus II	4
Physics	101,102	Introduction to Physics	8

Minor **25-28 sem. hrs.**

Biology	185	Principles of Zoology	4
	190	Principles of Botany	4
	220	Invertebrate Zoology	
		or	
	221	Vertebrate Zoology	4
	228	Algae, Fungi and Slime Molds	

		or	
	229	Bryophytes and Vascular Plants	4
		Electives	9-12

Electives selected from biology courses 200 or higher

Teaching Field in Biology

Single Teaching Field, Grades 9-12 **45 sem. hrs.**
Required in Biological Science

Biology	185	Principles of Zoology	4
	190	Principles of Botany	4
	220	Invertebrate Zoology	
		or	
	221	Vertebrate Zoology	4
	228	Algae, Fungi and Slime Molds	
		or	
	229	Bryophytes and Vascular Plants	4
	310	Cell Biology	3
	380	Genetics	4
Chemistry	101, 102	General Chemistry	8
Geology	102	Historical Geology	4
Mathematics	112	College Algebra or higher	3
Physics	101	Introduction to Physics	4
Phys. Science	431	Meth. and Mat. in Teaching Science (offered second semester of each year)	3

All courses must be completed prior to admission to the Initial Performance Practicum.

Chemistry

Two programs are available for students who wish to specialize in chemistry:

(1) The B.S. degree with a major in chemistry provides a well-balanced program of courses in the major fields of chemistry, as well as mathematics and physics. A student completing this program will be able to compete with graduates of most colleges and universities for positions in industry, federal agencies, and graduate schools in chemistry.

(2) The B.A. in Education with a teaching field in chemistry equips the graduate to teach chemistry in any secondary school or to pursue graduate studies in Science Education.

Bachelor of Science Degree

Major **65 sem. hrs.**
Required Courses **62 sem. hrs.**

Chemistry	105, 106	Chemical Principles	10
	201, 202	Organic Chemistry	8
	205	Analytical Chemistry	4
	208	Introduction to Organic Analysis	2
	301, 302	Physical Chemistry	8
	321	Advanced Integrated Laboratory I	1
	322	Advanced Integrated Laboratory II	1
	415	Instrumental Analysis	3
	440	Advanced Organic Chemistry	3
	450	Advanced Inorganic Chemistry	3
	460	Seminar	1

	471	Advanced Integrated Laboratory III	1
	472	Advanced Integrated Laboratory IV	1
Physics	101, 102	Introduction to Physics	8
Math	190	Calculus I	4
	315	Calculus II	4
		*Elective	3

*Must be selected from 400 level chemistry courses.

Minor — 22 sem. hrs.

Required Courses

Chemistry	105, 106	Chemical Principles	10
Chemistry	201, 202	Organic Chemistry	8
	205	Analytical Chemistry	4

Teaching Field in Chemistry

Single Teaching Field, Grades 9-12 — 38 sem. hrs.

Chemistry	105, 106	Chemical Principles	10
	201	Organic Chemistry	4
	205	Analytical Chemistry	4
	301	Physical Chemistry	4
	321	Advanced Integrated Laboratory I	1
Math	190	Calculus I	4
Physics	101, 102	Introduction to Physics	8
Phys. Science	431	Meth. and Mat. in Teaching Science (offered spring semester only)	3

All courses in the single teaching field must be completed prior to admission to the Initial Performance Practicum.

Computer Science

Students may complete the B.S. in Computer Science in preparation for immediate employment in an applications programming position or as preparation for graduate studies. Because of rapid changes in this field, requirements are designed to provide students with a fundamental understanding of the concepts of computer science enabling them to adapt to any current computer environment.

Computer Science Major — 48-49 sem. hrs.

Required — **38 sem. hrs.**

CS	102	Principles of Programming I	3
	108	Principles of Programming II	4
	201	Assembler Programming	4
	250	Programming Languages	3
	260	Microcomputer Programming	3
	302	Data Structures	4
	308	Compiler Construction	
		or	
	410	Database Management	4
	420	Selected Advanced Topics	
		or	
	421	Computer Science Special Project	4
Math	115	Trigonometry and Elementary Functions	3
	200	Mathematical Logic	3
OAdm.	100	Microcomputer Keyboarding	

		or	
	101	Beginning Typewriting/Keyboarding	3

In addition select one of the following two groups: 11-15 sem. hrs.

Group I			
CS	104	COBOL Programming I	4
	204	COBOL Programming II	4
	220	Business Systems	3
Group II			
CS	103	FORTRAN Progamming	4
	208	Programming in C	4
	300	Computer Graphics	3
Math	190	Calculus I	4

NOTES:

a) Students should attempt to complete CS-102, CS-108, and Math-115 by the end of their freshman year.

b) Students wishing to minor in a business related area may select CS-104, CS-204, and CS-220, and students wishing to minor in a math/science area may elect to take CS-103, CS-300, and Math-190.

c) The typewriting/keyboarding requirement will be waived for students having a full year of typewriting or keyboarding on their high school transcript.

Computer Science Minor **18 sem. hrs.**

7 sem. hrs.

CS	102	Principles of Programming I	3
	108	Principles of Programming II	4

In addition select one of the following three groups: **11 sem. hrs.**

104	COBOL Programming I	4
204	COBOL Programming II	4
220	Business Systems	3
	or	
104	COBOL Programming I	4
204	COBOL Programming II	4
250	Programming Languages	3
	or	
103	FORTRAN Programming	4
201	Assembler Programming	4
250	Programming Languages	3

Students may not minor in Computer Science when majoring in Business Data Processing.

Geology

Geology is offered as a fulfillment of the General Studies requirement and as an integral part of various science-oriented teaching fields.

Mathematics

Students who major in Mathematics have the option of selecting one of the following degree programs: (1) the Bachelor of Science degree in Mathematics as a preparation for work in computing or for graduate study in mathematics or computer science, (2) the Bachelor of Arts in Education degree with a 5-12 comprehensive teaching field as preparation for teaching Mathematics. Math 190, 315, 316, and 361 are required for either degree and should be completed early in the program.

It is expected that students will present a minimum of four units of high school mathematics including two units of algebra, one unit of integrated geometry (or equivalent), and a fourth unit requiring algebra and geometry as prerequisites. Students who present less than this expected preparation may be required to complete appropriate lower level courses in addition to the stated requirements.

Students should consult with their advisor concerning credit for prerequisites and special examinations for course credit.

Major (B.S. Degree) **47 sem. hrs.**

Required Courses **27 sem. hrs.**

Math	190	Calculus 1	4
	200	Mathematical Logic	3
	212	Sets, Relations and Functions	3
	315	Calculus II	4
	316	Calculus III	4
	335	Probability and Statistics	3
	361	Abstract Algebra	3
	362	Linear Algebra	3

Related Courses **11 sem. hrs.**

CS	102	Principles of Programming I	3

Any General Studies Laboratory Science Sequence 8

Principles of Biology 101 and
Biology of Organisms 102 or
Introduction to Enironmental Biology 103
or
General Chemistry 101 and 102 or
Chemical Principles 105 and 106
or
Physical Geology 101 and
Historical Geology 102 or
Introduction to Enironmental Geology 103
or
Introduction to Physics 101 and 102 or
Principles of Physics 105 and 106

Electives **9 sem. hrs.**

(At least one of the following courses must be selected: Math 375, 391, 411, or 413.)

Math	206	Introduction of Theory of Numbers	3
	214	History of Mathematics	3
	216	Discrete Mathematics	3
	336	Probability and Statistics	3
	342	Numerical Analysis	3
	372	Modern Geometry	3
	375	Topology	3

	391	Real Analysis	3
	401	Differential Equations	3
	411	Advanced Calculus	3
	413	Introduction to Complex Analysis	3
CS	108	Principles of Programming II	4

Minor 24 sem. hrs.

Required Courses **12 sem. hrs.**

Math	190	Calculus 1	4
	315	Calculus II	4
	316	Calculus III	4

Electives to be selected with advisor's approval. Four courses are to be selected from the following with at least one from each group and two at the 300 level or above.

Group I

Math	216	Discrete Math	3
	335	Probability and Statistics I	3
	336	Probability and Statistics II	3
	342	Numerical Analysis	3
	362	Linear Algebra	3
	401	Differential Equations	3

Group II

Math	200	Mathematical Logic	3
	206	Introduction to Theory of Numbers	3
	212	Sets, Relations and Functions	3
	214	History of Mathematics	3
	361	Abstract Algebra	3
	372	Modern Geometry	3
	375	Topology	3
	391	Real Analysis	3
	411	Advanced Calculus	3
	413	Introduction to Complex Variables	3

Mathematics Subject Specialization 5-8 22 sem. hrs.

(General mathematics through Algebra I)

Math	110	Mathematics for Elem. Teachers I	3
	170	Introduction to Mathematical Analysis	4
	210	Mathematics for Elem. Teachers II	3
	323	Mathematics for Elem. Teachers III	3
	212	Sets, Relations and Functions	3
	*431	Methods and Materials in Teaching Mathematics	3
CS	100	Intro. to Electronic Data Processing	
		or	
CS	102	Principles of Programming I	3

Comprehensive Teaching Field 5-12 36 sem. hrs.

Math	190	Calculus I	4
	212	Sets, Relations and Functions	3
	315	Calculus II	4
	316	Calculus III	4
	335	Probability and Statistics	3
	361	Abstract Algebra	3
	372	Modern Geometry	3
	*431	Meth. and Mat. Teaching Math	3
CS	102	Prin. of Programming I	3

CS		Elective (chosen with advisor)	3

Electives from the following courses 3

Math	200	Mathematical Logic	3
	201	Mathematical Logic	3
	206	Intro. to Theory of Numbers	3
	214	History of Math	3
	216	Introduction to Discrete Mathematics	3
	336	Probability and Statistics II	3
	342	Numerical Analysis	3
	362	Linear Algebra	3
	375	Topology	3
	391	Intro. to Analysis	3
	401	Differential Equations	3
	411	Advanced Calculus	3
	413	Intro. to Complex Variables	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Physics-Physical Science

The Department of Physics-Physical Science offers a minor field for students obtaining a Bachelor of Science or a Bachelor of Arts degree. Instruction is offered for students entering professions where a fundamental knowledge of physics is required.

The B.A. in Education degree with a specialization in secondary-school physics is offered with emphasis on promoting inquiry and further study as competency in teaching.

Minor, B.A. and B.S. Degrees **31 sem. hrs.**
Required Courses

Physics	101, 102	Introduction to Physics I, II	8
	310	Electricity and Electronics	4
	320, 321	Mechanics I, II	6
		or	
	420, 421	Introduction to Modern Physics	6
	340	Special Problems	2
Mathematics	112	College Algebra	3
	115	Trigonometry and Elementary Functions	3
	190	Calculus I	4

Teaching Fields in Physics and General Science
Single Teaching Field
Physics Single Teaching Field, grades 9-12 **35 sem. hrs.**

Chemistry	*101	General Chemistry	4
	*102	General Chemistry	4
Physics	*101	Introduction to Physics	4
	*102	Introduction to Physics	4
	201	Demonstrations in Physics	2
	*310	Electricity and Electronics	4
Math	190	Calculus	4
Phys. Science	*431	Methods and Materials in Teaching Science (offered second semester of each year)	3
		Electives	6

Electives selected from the following:

MEC	320	Mechanics	3
	321	Mechanics	3
Physics	420	Modern Physics	3

	421	Modern Physics	3

General Science Single Teaching Field 5-12 **38 sem. hrs.**

Biology	*185	Principles of Zoology	4
	*190	Principles of Botany	4
Chemistry	*105-106	Chemical Principles	8
Geology	*101-102	Physical Geology, Historical Geology	8
Physics	*101-102	Introduction to Physics	8
	*202	Astronomy	3
Phys. Science	*431	Meth. and Mat. in Teaching Science	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Social Science

(Criminal Justice, Geography, History, Philosophy, Political Science, Psychology, Social Studies, and Sociology)

Criminal Justice

(Bachelor of Science)

Criminal justice refers to the structure, functions, and decision-making process of agencies that deal with the management and control of crime and criminal offenders. As an independent academic discipline, criminal justice is comparatively new. Interest in criminal justice education was spurred by the "war of crime" during the middle and late 1960's and the resulting massive federal funding for the upgrading of criminal justice agencies, technology, programming and for education of criminal justice personnel.

The Bachelor of Science Degree in criminal justice allows the student to choose an area of concentration, either law enforcement or corrections. Majors will be assigned an advisor who will assist in selection of courses relevant to individual interests and career aspirations.

General Studies Requirements **50 sem. hrs.**
Required CJ Courses **18 sem. hrs.**

CJ	100	Introduction to Criminal Justice	3
	101	Police Operations	3
	206	Introduction to Corrections	3
	212	Abnormal Behavior & Crisis Intervention	3
	240	Adjudication Process	3
	320	Criminology	3

Required Courses in Human Behavior and Social Environment **21 sem. hrs.**
(Minimum of one course in 3 fields)

Geography	315	Urban Geography	3
History	319	Recent America	3
Pol. Sci.	204	Introduction to Public Administration	3
	205	State and Local Government	3
	304	American Const. Government and Law	3
	404	Civil Liberties in the U.S.	3
Psychology	210	Personal Adjustment	3
	230	Social Psychology	3
	250	Community Psychology	3
	300	Abnormal Psychology	3
	494	Interpersonal Dynamics	3
	495	Psychology of Delinquency	3
Sociology	200	Social Problems	3
	300	Human Behavior and Social Environment	3
	310	Sociology of the Family	3
	340	Juvenile Delinquency	3
	450	Minority Groups	3

Criminal Justice Concentrations (Select One)

Law Enforcement **21 sem. hrs.**
(Must include a minimum of 12 hours of 300-400 level courses.)

CJ	199	Special Topics	1-6
	201	Traffic Law Enforcement	3

	202	Principles of Criminal Law I	3
	204	Police Defense Tactics	1
	205	Natural Resources Laws	3
	209	Firearms	3
	213	West Virginia Criminal Justice System	3
	215	Introduction to Private Security	3
	218	Police Administration	3
	220	Juvenile Justice Process	3
	236	Criminal Investigation	3
	246	Criminal Evidence and Procedure	3
	300	Criminalistics	3
	303	West Virginia Criminal Procedure	3
	316	Community Relations and Ethics	3
	335	Analysis of Police Operations	3
	340	Laws of Arrest, Search & Seizure	3
	350	Group Techniques	3
	365	Licit and Illicit Drugs	3
	399	Special Issues in Criminal Justice	3-9
	401	Independent Study	1-6
	405	Terrorism	3
	410	Research in Criminal Justice	3
	411	Field Practicum	3-12
	415	Community Policing	3
	425	Evaluation of the Criminal Justice System	3
	495	Seminars in Criminal Justice Management	1-3
Approved Criminal Justice Electives			6

Corrections **21 sem. hrs.**

(Must include a minimum of 12 hours of 300-400 level courses.)

CJ	199	Special Topics	1-6
	202	Principles of Criminal Law I	3
	204	Police Defense Tactics	1
	209	Firearms	3
	213	West Virginia Criminal Justice System	3
	220	Juvenile Justice Process	3
	236	Criminal Investigation	3
	246	Criminal Evidence and Procedure	3
	300	Criminalistics	3
	303	West Virginia Criminal Procedure	3
	316	Community Relations and Ethics	3
	340	Laws of Arrest, Search & Seizure	3
	350	Group Techniques	3
	355	Analysis of Correctional Operations	3
	360	Community Based Corrections	3
	365	Licit & Illicit Drugs	3
	399	Special Issues in Criminal Justice	3-9
	401	Independent Study	1-6
	405	Terrorism	3
	410	Research in Criminal Justice	3
	411	Field Practicum	3-12
	425	Evaluation of the Criminal Justice System	3
	495	Seminars in Criminal Justice Management	1-3
Approved Criminal Justice Electives			6

Minor B.A. and B.S. degrees **18 sem. hrs.**

CJ	100	Introduction to Criminal Justice	3
	101	Police Operations	3
	206	Introduction to Corrections	3
Approved CJ Electives (6 hours 300-400 level)			9

Geography

Geography minors have the opportunity to: (1) acquire an introductory background of geography; (2) analyze and explain the interrelations between man and the environment including the physical, cultural, economic, political activities and problems, and the resource base; and (3) study spatial variations in physical, social, economic and political phenomena of major world regions.

Minor B.A. and B.S. Degrees **18 sem. hrs.**
Required Courses in Geography

	210	Introduction to Geography	3
	305	Economic Geography	3
	315	Urban Geography	3
Electives		Any other courses in Geography or Geology	9

History

(Bachelor of Arts/Bachelor of Science)

Every field of thought and activity has a history, which is the pattern of its development through time. The work of the historian is to discover patterns of development and to combine them into a coherent exposition and interpretation of human existence. This is done by reasoning inductively from evidences of the past, such as written documents, verbal testimony, and significant physical remains.

The great advances of historical study are:
(1) Emphasis on developmental and evolutionary aspects of human experience.
(2) Examinations of many different fields of human activity.
(3) Freedom to select from insights and methods of many other fields.

Students who plan to pursue graduate study in history are encouraged to complete the Bachelor of Arts degree program.

Major (B.A./B.S. Degree) **60 sem. hrs.**
Required Courses (B.A./B.S.) **42 sem. hrs.**

History	107, 108	United States History I, II	6
	211, 212, 213	World Civilizations I, II, III	9
	302-499*	Advanced History Electives	27

Related Courses (B.A. Degree) **18 sem. hrs.**

English	322	Narrative and Descriptive Writing	3
Library Science	200	Reference and Bibliography	3
Foreign Language Requirement			12

Related Courses (B.S. Degree) **18 sem. hrs.**

Computer Science	100	Introduction to EDP	3
English	322	Narrative and Descriptive Writing	3
Library Science	200	Reference and Bibliography	3
Political Science	240	Nonparametric Statistics	3
Select two courses from the following for the B.S. degree:			
Economics	200	Economics	3

English	382	The World Novel	3
Philosophy	250	The Great Philosophers	3
	325	Ethics	3
Political Science	200	Introduction to Political Science	3
	304	American Constitutional Government and Law	3
Psychology	220	History of Psychology	3
	230	Social Psychology	3
Sociology	100	Race, Class, and Gender	3
	300	Human Behavior and Social Environment	3
	360	Methods of Social Research	3
	111	Introduction to Anthropology	3

*Advanced electives are selected with advisor's approval and must include at least three courses from each of the two groups listed below. Advanced electives may be taken only if the prerequisite is met or if the instructor's permission is obtained prior to registration.

Group I. United States History

302	West Virginia	3
310	Diplomatic History of the United States	3
315	Colonial America	3
316	The Early Republic	3
317	Civil War and Reconstruction	3
318	Gilded Age to the Great Crash	3
319	Recent America	3
333	Social History of the American Woman	3
344	African-American History and Culture	3

Group II. World History and Topical Studies

351	History of England	3
355	History of Russia	3
405	History of Africa	3
410	History of Asia	3
420	History of Latin America	3
425	Medieval Europe	3
430	Recent Europe	3
455	Revolutions in History	3
465	Urban History	3
475	Philosophy of History	3

Minor **21 sem. hrs.**

Required Courses

107, 108	United States History I, II	6

Select two of the following courses:

211, 212, 213	World Civilizations I, II, III	6
	History Electives	9

Select three courses from Group I-United States History, and Group II-World History and Topical Studies. One course must be taken from each area.

Philosophy

Philosophy is neither dogma, nor advice for daily living, nor a body of comforting truisms and witty generalizations. Neither is philosophy an attempt to simplify reality, to transform it, nor to explain it away. Rather, philosophy examines the premises on which systematic thought may rest; it explores the types of thought that may be produced in such areas of concern as ethics, politics, aesthetics, metaphysics, and epistemology; and it evaluates the advantages and penalties inherent in various modes and systems of thought. Thus philosophy encourages the thinking person to think well; to develop self-conception and world-view, values, expectations, commitments and loyalties in a rational and realistic manner.

Minor B.A. and B.S. Degrees **15 sem. hrs.**

Required Courses

200	Introduction to Philosophy	3
250	Great Philosophers	3
	Philosophy Electives	9

Political Science

(Bachelor of Arts)

The political science curriculum is designed to provide an understanding of the political process in its many manifestations, including among other things: (1) the structure of government institutions; (2) the political behavior of individuals and groups; (3) the study of public problems characteristic of modern societies; and (4) a consideration of the interrelationships of institutions at different levels of our own government as well as those of others.

The principal objectives of the department of Political Science are: (1) to lay the basis for an understanding of governmental and administrative processes for those individuals planning public service careers in national, state, or local government; (2) to convey a facility for the substance and methods of the study of government and politics as preparation for graduate work in political science or public administration; and (3) to provide thorough preprofessional training for those students anticipating law school.

Courses offered in the department allow students to concentrate in broad fields and to develop more specialized programs reflecting their particular interests. Generally 100-200 level courses are survey courses and 300-400 level courses are specific topic courses. While both the major and minor in political science typically consist of necessary introductory work, the departmental faculty strongly urges students to take Political Science 240 and 470. Programs should be planned in consultation with an advisor, and students are encouraged to explore a variety of courses.

Major **30 sem. hrs.**

Required Courses **15 sem. hrs.**

103	American Government	3
200	Introduction to Political Science	3
201	Principles of International Relation	3
203	Comparative Government	3
470	Seminar in Political Science	3

Required Electives **15 sem. hrs.**

Advanced Political Science courses are to be chosen with advisor's approval.

Minor **18 sem. hrs.**

Required Courses

103	American National Government	3
200	Introduction to Political Science	3
	Electives	
	Any other Political Science Courses	12

Public Administration Minor **21 sem. hrs.**

Pol. Sci.	204	Introduction to Public Administration	3
Finance	201	Introduction to Finance	3
Management	209	Principles of Management	3
	308	Personnel Management	3
Sociology	360	Methods of Social Research	3

In addition select 6 hours from the following:

Pol. Sci.	205	State and Local Government	3
Management	390	Human Behavior in the Organization	3
	409	Quantitative Management	3
Business	310	Statistics	3
	412	Applied Business Research	3

International Studies Minor **21 sem. hrs.**
Required Courses **12 sem. hrs.**

Business	320	International Business	3
Geography	305	Economic Geography	3
Philosophy	350	Comparative Religions	3
Political Science	201	Principles of International Relations	3

Restricted International Studies Electives **9 sem. hrs.**
(Select from at least two disciplines)

Biology	201	Global Ecology	3
	285	Tropical Studies	3
Economics	308	International Economics	3
English	381	The British Novel	3
	382	The World Novel	3
French	314	French Civilization and Culture	3
Geography	340	Geography of Europe	3
	350	Geography of Latin America	3
Geography	360	Geography of Africa	3
	370	Geography of Asia	3
History	312	Diplomatic History of the United States	3
	351	History of England	3
	352	History of Russia	3
	405	History of Africa	3
	410	History of Asia	3
	420	History of Latin America	3
	431	Recent Europe	3
	455	Revolutions in History	3
Philosophy	325	Ethics	3
Political Science	203	Comparative Government	3
	321	U.S. Foreign Policy	3
	350	International Law and Organization	3
	393	Future Global Crises	3
	405	Terrorism	3
	406	International Problems	3
	411, 412, 413	Area Studies	3
Sociology	301	Ethnology	3
Spanish	310	Spanish Civilization and Culture	3
	320	Latin American Civilization and Culture	3

Psychology

(Bachelor of Science)

The psychology curricula represent the dynamic flux that psychology, the science of behavior, possesses in the evolution of academia and society. Through three alternative tracks for a Bachelor of Science Degree and varied course offerings, the curricula meet the demands of majors, minors, the campus community, and the community beyond the campus.

While only one Bachelor of Science Degree in psychology is conferred, there are three alternative tracks from which a major may be chosen.

The general program for majors or minors provides students a sound background of course work in basic psychology that is an excellent preparation for graduate school in psychology or allied behavioral sciences. Further, these courses fulfill a need for understanding and information sought by students and community members dealing with problems of both personal and societal adjustments. There is a minor offered with this track of the curriculum.

The technical programs offer a preprofessional degree in either Community Service or Industrial-Personnel Psychology. These programs, founded upon basic psychology courses from the General Program, develop marketable skills that prepare the graduate for a career in the use of psychological techniques and principles applied to the community and industrial situations. There is no minor offered with these tracks.

Students interested in psychology as a major should consult a member of the psychology department during their freshman year for assistance in proper pacing and section of electives.

Bachelor of Science Alternative Tracks

A. General **37 sem. hrs.**

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
*230	Social Psychology	3
240	Statistics	4
300	Abnormal	3
310	Experimental	3
330	Developmental	3
350	Physiological	3
370	Theories of Learning	3
400	Psychological Assessment	3
460	Seminar	3

B. Industrial-Personnel **46 sem. hrs.**

Required General Courses **31 sem. hrs.**

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
*230	Social Psychology	3
240	Statistics	4
260	Industrial and Personnel	3
310	Experiment	3
360	Human Learning	3
400	Psychological Assessment	3
460	Seminar	3

***Required Technical Courses** **15 sem. hrs.**

481	Methods I	3
483	Methods II	3
485	Advanced Psychometrics	3
487	Practicum I	3
489	Practicum II	3

*For credit towards a degree or minor in Psychology, this course must be registered under Psychology 230. Credit for both Psychology and Sociology is not permitted.

C. Community Service **52 sem. hrs.**

Required General Courses **28 sem. hrs.**

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
240	Statistics	4

	250	Community Psychology	3
	300	Abnormal	3
	330	Developmental	3
	400	Psychological Assessment	3
	460	Seminar	3
Required Technical Courses			**12 sem. hrs.**
	491	Psychopathology of Childhood and Adol.	3
	493	Aging	3
	495	Delinquency	3
Any two of the above three			
	497	Practicum I	3
	498	Practicum II	3

Required Elective Courses **12 sem. hrs.**

Usually courses from disciplines outside of Psychology. Electives are to be decided upon in consultation with and consent of advisor.

Psychology Minor

While the Psychology minor may interest many as a form of intellectual serendipity or in an inappropriate attempt at self-understanding, its greatest strength and usefulness is as a well-coordinated adjunct to the declared discipline of intense study. The psychology curriculum is varied enough that certain courses can offer valuable insights into the relationships between a given major and human behavior. To insure the selection of relevant courses, students interested in obtaining a psychology minor should discuss their plans with a psychology faculty member before requirement, it is the interest of the student to do so.

Minor **18 sem. hrs.**
Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
	Any two courses from the 200 level	6
	Any two courses from the 300 or 400 levels	6

Social Studies

(Bachelor of Arts in Education)

The Social Studies 5-12 Comprehensive Specializations is intended for those students preparing to teach in elementary, middle, or secondary schools. This degree program leads to a B.A. in Education and is designed to provide the interdisciplinary foundation necessary for teachers entering an integrated social curriculum. Students desiring to teach a particular subject, such as history, should augment the core requirements with appropriate elective hours.

Teaching Fields in Social Studies

Social Studies Comprehensive 5-12 **60 sem. hrs.**
Required Courses

History	107, 108	United States History I, II	6
	211, 212,213	World Civilizations I, II, III	9
	302	West Virginia	3
	319	Recent America	3
	431	Recent Europe	3
Economics	200	Economics	3
Geography	210	Introduction to Geography	3
		305, 315, 330, 340, 350, 360, 370	3
Pol. Sci.	103	American Government	3

	200	Introduction to Political Science	3
Sociology	110	Introductory Sociology	3
	301	Ethnology	3
Soc. Sci.	*431	Meth. and Mat. of Teaching Social Studies	3
	*499	Interdisciplinary Seminar	3

Select one of the following options:

Option 1: Social Science Advanced Studies **9 sem. hrs.**

These advanced studies in the social sciences allow prospective teachers to explore and under the state guidelines for teacher education and the corresponding competencies in greater depth than in introductory core courses. These may be chosen from:

Economics 202, 301, 302, 303
Geography 305, 315, 330, 340, 350, 360, 370
History-All Courses
Philosophy-6 hours maximum-200, 250, 300, 325, 350, 475
Political Science 201, 203, 205, 303, 304, 305, 306, 307, 310, 404, 410, 411, 412, 413
Psychology 101, 102, 210, 230, 250, 300, 330, 393, 410, 491, 493, 494, 495
Sociology 200, 230, 310, 330, 340, 430, 450

Option 2: A second teaching field outside the social sciences, grades 5-12.

*Social Science 431 and 499 must be completed prior to admission to the Initial Performance Practicum and are offered only in the fall semester.

Sociology

(Bachelor of Science)

General Emphasis Program

The General Emphasis Program will expand a student's ability to question and understand various forms of social interaction in social and cultural systems. Here the department will provide knowledge of the substantive areas of sociology and anthropology, the use of concepts and research techniques of sociological investigation, and background in sociological theory.

Major, General Emphasis **30 sem. hrs.**
Required Courses

110	Introductory Sociology	3
200	Social Problems	3
240	Nonparametric Statistics	3
301	Ethnology	3
360	Methods of Social Research	3
470	Sociological Theory	3
Electives in Sociology		12

Minor, General Emphasis **18 sem. hrs.**
Required Courses **9 sem. hrs.**

110	Introductory Sociology	3
200	Social Problems	3
301	Ethnology	3
Electives in Sociology		**9**

Human Services Emphasis **72 sem. hrs.**

The Human Services curriculum is designed to facilitate the acquisition of knowledge from a number of interrelated disciplines. This knowledge will serve as a base for the attainment of attitudes and skills leading to the proficient practice of human service work. Field placement settings and job opportunities exist in the fields of mental health, health, vocational rehabilitation, children and family care, and gerontology.

Required Sociology Courses **39 sem. hrs.**

Sociology	110	Introductory Sociology	3
	200	Social Problems	3
	210	Introduction to Contemporary Human Services	3
	240	Nonparametric Statistics	3
	301	Ethnology	3
	300	Human Behavior &Social Environment	3
	302	Intervention Skills in Human Service Practice	3
	340	Juvenile Delinquency	3
	360	Methods of Social Research	3
	400	Policy and Planning in Human Services	3
	450	Minority Groups	3
	485	Practicum in Human Services	6

Required Courses in Human Behavior and Social Environment **24 sem. hrs.**

C.J.	100	Introduction to Criminal Justice	3
	212	Abnormal Behavior and Crisis Intervention	3
Pol. Sci.	204	Introduction to Public Administration	3
	205	State and Local Government	3
Psychology	210	Personal Adjustment	3
	230	Social Psychology	3
	250	Community Psychology	3
	300	Abnormal	3

Focused Electives (Select three courses with consent of advisor) **9 sem. hrs.**

Geog.	305	Economic Geography	3
Allied Health	301	Health Care Organizations	3
	341	Death and Dying	3
Health Ed.	202	Community Health Problems	3
	370	Contemporary Health Issues	3
	412	Drug use-Abuse-Addiction	3
	425	Environmental Health	2
FCS	330	Introduction to Child Development	3
	331	Adolescent Development	3
Pol. Sci.	308	Public Personnel Administration	3
		or	
Psychology	260	Industrial and Personnel Psychology	3
	491	Psychopathology of Childhood & Adolescence	3
	493	The Psychology of Aging	3
Spch. Com.	231	Small Group Communication	3
		or	
	235	Interpersonal Communication	3

Minor **18-24 sem. hrs.**

Minor in Criminal Justice, Political Science or Psychology recommended.

Technology

(Aviation Technology, Engineering Technologies, Family and Consumer Sciences, Graphics Technologies)

Bachelor of Science in Aviation Technology

The Bachelor of Science in Aviation Technology is offered to students whose career objective is the management and operation of airside activities in the aviation industry. The program provides the graduate with technical competence in an aviation related career as well as the skills needed to assume supervisory responsibilities. There are three areas of specialization in this degree: Aviation Maintenance Management, Avionics Maintenance Management, and Aviation Administration.

Aviation Common Core **27-30 sem. hrs.**

AM	301	Aviation History	3
	302	Aviation Law	3
	303	Airline Operations	3
	*304	Aviation Maintenance Management	3
	305	General Aviation Operations	3
	307	Aviation Safety	3
	402	Fiscal Aspects of Aviation	3
MFG	**250	Personnel Problems and Labor Relations	3
Mgmt	209	Principles of Management	3
	390	Human Behavior in Organizations	3

*Required only for the program in Aviation Maintenance Management.
**Not required for the Aviation Maintenance Management Option

Airway Science Technology **135 sem. hrs.**

This option prepares students to pursue a career as an electronics technologist within the Federal Aviation Administration. The electronic technologist designs, installs, and maintains the specialized electronic equipment used in the national airspace system. This program was designed to meet the rigid requirements of the Federal Aviation Administration for Airway Science programs.

Aviation Common Core	**30 sem. hrs.**
Technical Speciality Courses	**84 sem. hrs.**
Additional General Studies Courses	**21 sem. hrs.**

Technical Specialty Courses

AM	100	Aircraft Flight Theory	3
AV	202	Instrument Landing Systems	3
	204	Aircraft Navigation System	3
	206	Aircraft Communication Systems	3
Drf	100	Engineering Graphics	3
Chemistry	101	General Chemistry I	4
CS	101	Applied Technical Programming	3
Economics	200	Economics	3
Ele	100	Circuit Analysis I	3
	210	Circuit Analysis II	3

	215	Basic Transistors	3
	220	Linear Electronics	3
	230	Digital Electronics	3
	250	AC/DC Machinery and Controls	3
	270	Microcomputers	3
English	109	Technical Report Writing or	
Business	251	Business Communications	3
Math	101	Applied Technical Mathematics I	3
	102	Applied Technical Mathematics II	3
Physics	101	Introduction to Physics I	4
	102	Introduction to Physics II	4
Pol. Science	103	American Government	3
Psychology	101	Introduction to Psychology I	3
	240	Statistics	4
Sociology	110	Introduction to Sociology	3
TEC	290	Engineering Analysis I	4
	300	Engineering Analysis II	4

Aviation Administration 128 sem. hrs.

This option prepares the student for employment in administrative areas with companies in and related to the aviation industry. Typical positions include airport manager, fight dispatcher, station management, flight scheduler, crew coordinator, air cargo administration, aviation marketing and air traffic controller.

Aviation Common Core	**30 sem. hrs.**
Technical Specialty Courses	**74 sem. hrs.**
Additional General Studies Courses	**24 sem. hrs.**

Technical Specialty Courses

Accounting	201	Principles of Accounting	3
AM	100	Aircraft Flight Theory	3
	102	Introduction to Air Traffic Control	3
	210	Aviation Meteorology	3
	211	Airport Management	3
	213	Airport Planning and Development	3
	214	Advanced Air Traffic Control	3
CS	100	Introduction to EDP or	
	101	Applied Technical Programming	3
Economics	201	Economic Principles and Problems	3
English	109	Technical Report Writing	3
Marketing	204	Marketing	3
	320	Advertising	3
	411	Marketing Management	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Psy	101	Introduction to Psychology	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
SAF	201	Safety and Environmental Components of Industry	3
	325	Environmental Hazard Control	3
Soc	110	Introductory Sociology	3
Speech Com.	369	Communication in Organizations	

		or	
	361	Speaking for Business and Professionals	3
		Aviation Electives	6

Minor
Aviation Administration — 21 sem. hrs.

Required Courses

AM	100	Aircraft Flight Theory	3
	102	Introduction to Air Traffic Control	3
	211	Airport Management	3
	303	Airline Operations	3
	305	General Aviation Operations	3

Select two courses from the following:

AM	213	Airport Planning and Development	3
	301	Aviation History	3
	302	Aviation Law	3
	307	Aviation Safety	3
	401	Trends & Current Issues in Aviation	3

Aviation Maintenance Management — 137 sem. hrs.

This option prepares the student for entry level management positions in the maintenance field with airlines, aviation manufacturers, repair stations, and fixed based operators. All graduates must have obtained the FAA Airframe and Powerplant License. This program is approved by the Federal Aviation Administration and meets the requirements of Federal Aviation Regulation 147.

Aviation Common Core	**27 sem. hrs.**
Technical Specialty Courses	**89 sem. hrs.**
Additional General Studies Courses	**21 sem. hrs.**

Technical Specialty Courses

AP	101	Intro. to Aviation Maintenance	3
	102	Aircraft Basic Science	3
	103	Aviation Shop Practices	3
	105	Aircraft Utility Systems	3
	106	Aircraft Information Systems	3
	109	Aircraft Electronics	3
	201	Reciprocating Engines and Systems	3
	202	Aircraft Sheet Metal Structures	3
	203	Reciprocating Engine Maintenance and Return to Service	5
	204	Propeller Systems	3
	205	Turbine Engines and Systems	3
	206	Aircraft Fluid Power Landing Gear Systems	3
	207	Turbine Engine Maintenance and Return to Service	3
	208	Cabin Atmosphere Control Systems	3
	209	Aircraft Flight Control Systems	3
	210	Non Metallic Structures	3
	211	Helicopter Fundamentals	1
	404	Advanced Composite Structures	
		or	

	405	Advanced Non Destructive Testing	3
		Aviation Elective	3
AV	110	Ailrcraft Power Generation and Distribution Systems	3
CS	100	Introduction to EDP	
		or	
	101	Applied Technical Programming	3
Econ	200	Economic Principles and Problems	3
English	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Psy	101	Introduction to Psychology	3
Soc	110	Introductory Sociology	3

Avionics Maintenance Management **129 sem. hrs.**

This option prepares the student for entry level management positions in the avionics field with airlines, aircraft and avionics manufacturers, repair stations, and fixed base operators. All graduates must have obtained the FCC General Radio Telephone License.

Aviation Common Core	**30 sem. hrs.**
Technical Specialty Courses	**72 sem. hrs.**
Additional General Studies Courses	**27 sem. hrs.**

Technical Specialty Courses

AM	100	Aircraft Flight Theory	3
AV	102	Principles of Radio Transmitters and Receivers	3
	110	Aircraft Power Generation and Distribution Systems	3
	200	Electronics Flight Management Systems	3
	202	Instrument Landing Systems	3
	204	Aircraft Navigation Systems	3
	206	Aircraft Communications Systems	3
	208	Avionics Maintenance Practices	2
	209	Aircraft Pulse and Radar Systems	3
	210	FCC License Preparation	2
CS	100	Introduction to EDP	3
		or	
	101	Applied Technical Programming	3
Econ	200	Economic Principles and Problems	3
ELE	100	Circuit Analysis I	3
	200	Electronic Shop Practices	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	230	Digital Electronics	3
English	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Soc	110	Introductory Sociology	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Psy	101	Introduction to Psychology	3

Engineering Technologies
Bachelor of Science in Engineering Technology

Students working toward the Bachelor of Engineering Technology degree will be primarily concerned with applying established scientific and engineering knowledge and method. A strong background in mathematics and science is recommended for entry into this program. The curriculum, including general education courses in business, the humanities, science and math, emphasizes the relationships of the various disciplines to technological processes in industry.

Applicants for the B.S. degree in architectural engineering technology, civil engineering technology, electronics engineering technology, manufacturing engineering technology, mechanical engineering technology, and graphics technology must complete the corresponding A.S. or A.A.S. degree or have graduated from an approved high school with at least a 3.3 grade point average and achieved a minimum ACT composite score of 23 (SAT 1070).

Architectural Engineering Technology **130 sem. hrs.**
Requirements—Architecture **93 sem. hrs.**

Arch	130	Architectural History I	3
	160	Architectural History II	3
	210	Design I	4
	225	Architectural CADD	3
	250	Design II	4
	300	Design III	4
	310	Construction Details and Materials	4
	320	Site Planning	3
	350	Design IV	4
	420	Urban Design	3
	430	Mechanical and Electrical Systems	3
	450	Design V	4
	460	Design VI	4
Art	111	Art Fundamentals	3
CIV	210	Light Construction	4
	220	Construction Materials and Methods	4
	290	Introduction to Structures	3
CS	101	Applied Technical Programming	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
MEC	100	Statics	3
	200	Strength of Materials	4
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Arch Drawing Elective			3
Arch Electives			6

Civil Engineering Technology (TAC/ABET Accredited) **131 sem. hrs.**
Requirements - Civil **101 sem. hrs.**

Chemistry	101	General Chemistry	4
Physics	101	Introduction to Physics	4
Chemistry	102	General Chemistry or	
Physics	102	Introduction to Physics	4
CIV	200	Introduction to Surveying	3
	210	Light Construction	4
	220	Construction Materials and Methods	4

	230	Construction Estimating	3
	240	Construction, Land and Route Surveying	3
	275	Civil Engineering Graphics	3
	280	Environmental Engineering Systems	3
	290	Introduction to Structures	3
	305	Hydraulics and Hydrology	3
	340	Soil Mechanics and Environmental Geotechnics	4
	*400	Highway Design and Transportation	3
	410	Structural Analysis	3
	420	Construction Planning and Administration	3
	440	Structural Design	3
	460	Environmental Engineering Desing	3
	470	Advanced Soil Mechanics and Foundation Design	3
CS	100	Introduction to EDP	3
Drafting	270	Fundamentals of CAD	3
English	109	Technical Report Writing	3
Economics	200	Economics	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
MEC	100	Statics	3
	200	Strength of Materials	4
	320	Dynamics	3
Physical Science	103	Geology	2
TEC	290	Engineering Analysis I	4
	300	Engineering Analysis II	4

*Not required for the Environmental Option

Environmental Option **135 sem. hrs.**

SAF	201	Safety and Environmental Components of Industry	3
		or	
	325	Environmental Hazard Control	3
	350	Environmental Engineering Technology: Hazardous Waste	4
		or	
	450	Environmental Engineering Technology: Air	4

Electronics Engineering Technology (TAC/ABET Accredited) **132 sem. hrs.**
Requirements-Electronics **99 sem. hrs.**

Chemistry	101	General Chemistry	4
CS	101	Applied Technical Program	3
Drafting	100	Engineering Graphics	3
English	109	Technical Report Writing	3
ELE	100	Circuit Analysis I	3
	200	Electronics Shop Practices	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	220	Linear Electronics	3
	230	Digital Electronics	3
	240	Industrial Electronics	3
	250	AC-DC Machinery and Controls	3

	260	Communications Systems	3
	270	Microcomputer Systems	3
	280	Programmable Controllers	3
	300	Advanced Linear Electronics	3
	310	Advanced Microcomputer Systems	3
	400	Senior Electronics Project	3
	410	Data Acquisition and Control Systems	4
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
MFG	250	Personnel Problems and Labor Relations	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
SAF	201	Safety and Environmental Components of Industry	3
TEC	290	Engineering Analysis I	4
	300	Engineering Analysis II	4

Technology Electives (Advisor approved)	9
General Electives (Advisor approved)	3

Minor —Electronics Engineering Technology 19 sem. hrs.

ELE	100	Circuit Analysis I	3
	210	Circuit Analysis II	3
	230	Digital Electronics	3
	270	Microcomputers	3
	310	Advanced Microcomputer Systems	3
Physics	101	Introduction to Physics	4

Graphics Technology 129 sem. hrs.
Electronic Publishing/Imaging Specialization sem. hrs.

CS	100	Introduction to EDP	3
DRF	100	Engineering Graphics	3
	270	Fundamentals of CAD	3
English	104	Written English I	3
	108	Written English II	3
	220/221	Literature of the Western World I, II	
		or	
	230/231	Introduction to Literature I, II	6
Fine Arts		Elective	2
GCT	100	Graphic Communications Processes	3
	150	Computer Applications to Graphics	3
	200	Introduction to Desktop Publishing	3
	210	Graphics-Methods and Materials	3
	225	Basic Photography	3
	230	Layout and Design	3
	235	Layout and Design II	3
	250	Graphics Practicum	4
	265	Estimating and Cost Analysis	3
	270	Screen Printing Techniques	3
	280	Electronic Publishing	3
	290	Electronic Art	3
	305	Production (Electronic Publishing/ Imaging	3
	310	Advanced Photography	3
	400	Computer Animation and Multimedia	3
	410	Special Topics - Graphics	3
Journalism	312	The Publication Process	3

LS	199	Exploring Internet Resources	
		or	
Library	303	Technologies and the Library	3
Math	107	Fundamental Concepts	3
OAdm.	100	Microcomputer Keyboarding	3
		or	
	101	Beginning Typewriting/Keyboarding	3
PE	100	Fitness and Wellness	2
Physical Science		Electives	8
Social Science		Elective	12
Speech Com.	102	Speech Communication Theory	2
	202	Speech Communication Practice	3
TEC	101	Introduction to Technology	3
Technology		Electives (Advisor approved)	15

Printing Management Specialization 129 sem. hrs.

Accounting	201	Principles of Accounting	3
CS	100	Introduction to EDP	3
DRF	100	Engineering Graphics	3
Economics	200	Introduction to Economics	3
English	104	Written English I	3
	108	Written English II	3
	220/221	Literature of the Western World I, II	
		or	
	230/231	Introduction to Literature I, II	6
Fine Arts		Elective	2
GCT	100	Graphic Communications Processes	3
	150	Computer Applications to Graphics	3
	200	Introduction to Desktop Publishing	3
	210	Graphics-Methods and Materials	3
	225	Basic Photography	3
	230	Layout and Design	3
	235	Layout and Design II	3
	250	Graphics Practicum	4
	255	Advanced Imaging Transfer	3
	265	Estimating and Cost Analysis	3
	270	Screen Printing Techniques	3
	275	Production (Offset, Screen Printing)	3
	280	Electronic Publishing	3
	310	Advanced Photography	3
	410	Special Topics - Graphics	3
Math	107	Fundamental Concepts	3
MFG	250	Personnel Problems and Labor Relations	3
	270	Inventory Management/MRP	3
	285	Just-In-Time/Technologies	3
Mgmt	305	Small Business Management	3
Mkt	205	Salesmanship	3
PE	100	Fitness and Wellness	2
Physical Science		Electives	8
SAF	201	Safety and Environmental Components of Industry	3
Social Science		Elective	9
Speech Com.	102	Speech Communication Theory	2
	202	Speech Communication Practice	3
TEC	101	Introduction to Technology	3
	280	Leadership	3
		Electives (Advisor approved)	6

Minor-Graphics Technology 21 sem. hrs.

GCT	100	Graphic Communications Processes	3
	200	Introduction to Desktop Publishing	3
	210	Graphics-Methods and Materials	3
	225	Basic Photography	3
	230	Layout and Design	3
	240	Graphic Arts Photography	3
	265	Estimating and Cost Analysis	3

Manufacturing Engineering Technology 136 sem. hrs.
Requirements-Manufacturing 106 sem. hrs.

CS	101	Applied Tech. Programming	3
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
DRF	100	Engineering Graphics	3
	255	Tool Design	4
	270	Fundamentals of CAD	3
ELE	100	Circuit Analysis I	3
	250	AC-DC Mach & Controls	3
English	109	Technical Report Writing	3
Math	101	Applied Tech. Math I	3
	102	Applied Tech. Math II	3
MAT	100	Materials and Processes	3
MEC	100	Statics	3
	200	Strength of Materials	4
	220	Fluid Mechanics	3
MFG	205	Engineering Economy	3
	210	Machine Shop	3
	250	Personnel Problems and Labor Relations	3
	260	Master Planning/Systems	3
	270	Inventory Management/MRP	3
	280	Production Activity Control/CRP	3
	285	Just-In-Time/Technologies	3
	290	Statistical Process Control	3
	295	Methods Measurement	3
	315	Welding	4
	410	Metallurgy	3
Psy	101	Introduction to Psychology	3
	240	Statistics	4
TEC	203	Manufacturing I	3
	290	Engineering Analysis I	4
	302	Manufacturing II	3
		Technology Elective	3
SAF	201	Safety and Environmental Components of Industry	3

Mechanical Engineering Technology (TAC/ABET Accredited) 133 sem. hrs.
Requirements-Mechanical 100 sem. hrs.

English	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chemistry	101	General Chemistry	4

	102	General Chemistry	4
CS	101	Applied Technical Program	3
DRF	100	Engineering Graphics	3
	235	Technical Drafting	3
	270	Fundamentals of CAD	3
ELE	100	Circuit Analysis I	3
	250	AC-DC Machinery and Controls	3
MAT	100	Materials and Processes	3
MEC	100	Statics	3
	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3
	300	Thermodynamics II	3
	320	Dynamics	3
	330	Heat Transfer I	3
	340	Heating, Air Conditioning and Ventilation	3
	400	Mechanical Measurements	3
	410	Thermodynamics III	3
	430	Heat Transfer II	3
TEC	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
		Technology Electives (Advisor approved)	9

Safety/Environmental Engineering Technology 128-133 sem. hrs.
Common Requirements-Safety 108 sem. hrs.

English	*109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	*102	Introduction to Physics	4
Biology	*170	Anatomy and Physiology	4
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
CS	100	Intro to EDP	3
MFG	250	Personnel Problems and Labor Relations	3
TEC	290	Engineering Analysis I	4
MAT	100	Materials and Processes	3
SAF	201	Safety and Environmental Components of Industry	3
	202	Safety Techniques and Practices in Modern Accident Prevention	3
	250	Safety Legislation and Compliance Operations	3
	260	Fire Prevention and Inspection	3
	301	Introduction to Industrial Hygiene	3
	302	Industrial Hygiene and Toxicology	3
	303	Industrial Hygiene Applications and Practices	4
	*310	Human Factors in Accident Prevention	3
	325	Environmental Hazard Control	3
	330	Safety and Environmental Law	3
	410	Safety Engineering Design	3
	425	System and Process Safety Engineering	3
	440	Managing and Evaluating Safety Programs	3
MEC	100	Statics	3
Psy	101	Introduction to Psychology	3

	240	Statistics	4
	*	Technology Electives	6
Additional General Studies			30

*Not required for the Environmental Option

Environmental Option

25 sem. hrs.

Biology	101	Principles of Biology	4
	102	Principles of Biology	4
	201	Global Ecology	3
SAF	350	Environmental Engineering Technology: Hazardous Waste	4
	450	Environmental Engineering Technology: Air	4
CIV	280	Environmental Engineering Technology I	3
	460	Environmental Engineering Technology II	3

Minor B.A. and B.S. Degree

23 sem. hrs.

ELE	100	Circuit Analysis I	3
MAT	100	Materials and Processes	3
DRF	100	Engineering Graphics	3
SAF	201	Safety and Environmental Components of Industry	3
MFG	250	Personnel Problems and Labor Relations	3
Technology Electives (Advisor approved)			8

Technology Electives

Any technology course may be used as an elective with advisor approval. Electives may also be selected from the following list:

TEC	100	Technology and Society	3
	101	Introduction to Technology	3
	199	Special Topics	1-3
	250	History of Technology	3
	299	Special Topics	1-3
	310	Man and Technology	3
	393	Future Global Crises	3
	399	Special Topics	1-3
	400	Work Experience Seminar	4
	401	Work Experience Lab	8
	410	Guided Design Seminar	1-4
	499	Special Topics	1-3

Teaching Fields in Technology
Technology Education-Comprehensive 5-12

139 sem. hrs.

Required Courses

67 sem. hrs.

CS	100	Introduction to EDP	3
CIV	210	Light Construction	4
DRF	100	Engineering Graphics	3
	270	Fundamentals of CAD	3
MAT	100	Materials and Processes	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
GCT	100	Graphic Communications Processes	3
TEC	100	Technology and Society	3
	150	Control Technology	3

	202	Transportation I	3
	203	Manufacturing I	3
	204	Construction	3
	301	Communication	3
	302	Manufacturing II	3
	303	Transportation II	3
	331	Organization and Administration of Technology Education	3
	431	Methods and Materials for Teaching Technology Education	3
WOD	100	Wood Technology	3
		Advisor Approved Electives	9

Technology Education 5-12 (Single Teaching Emphasis) 45 sem. hrs.

DRF	100	Engineering Graphics	3
GCT	100	Graphic Communications Processes	3
MAT	100	Materials and Processes	3
Math	101	Applied Technical Math	3
TEC	100	Technology and Society	3
	150	Control Technology	3
	202	Transportation I	3
	203	Manufacturing I	3
	204	Construction	3
	301	Communication	3
	302	Manufacturing II	3
	303	Transportation II	3
	331	Organization and Administration of Technology Education	3
	431	Methods and Materials for Teaching Technology Education	3
WOD	100	Wood Technology	3

Family and Consumer Sciences

Family and Consumer Sciences is the study of interrelated areas which prepare individuals for various professional careers. A B.S. in Family and Consumer Sciences as well as a B.A. in Vocational Teacher Education are degrees granted from programs which include the arts and the sciences. The programs focus on improving the quality of life for the individual and for the family. A broad-based curriculum addresses the needs of individuals and families through education in the areas of clothing and textiles, human development and the family, foods and nutrition, management in the family and consumer economics, housing, home furnishings and equipment. Family and Consumer Sciences provides a strong interdisciplinary base to prepare individuals and families to meet the challenges of contemporary society.

Curriculum for B.S. in Family and Consumer Sciences 128 sem. hrs.

Careers available for graduates of this program include human services in the community, in business (private and public), in extension, and in government. It also serves as a background degree for a student who desires to do graduate work and become a specialist in child development, foods and nutrition, consumerism and management, clothing and textiles, or housing and design. The Child Development, Family and Consumer Specialist, Fashion Merchandising, Hospitality and Restaurant Management, and Interior Design specializations include an Associate Degree.

Child Development Specialization

Required Courses **33 sem. hrs.**

FCS	101	Principles of Clothing Construction	3
	103	Clothing and Culture	3
	201	Principles of Food Selection and Preparation	3
	202	Meal Management	3
	210	Textiles	3
	250	Design in Home Furnishings	3
	310	Family Life Education	3
	312	Consumer Economics	3
	315	Management in the Family	3
	316	Household Equipment	3
	318	Management Problems in the Family	2
	320	Housing in Society	3
	330	Introduction to Child Development	3
	331	Adolescent Development	3
	335	Parenting	3
	383	Social and Emotional Development of Children	3
	400	Senior Seminar I	1
	401	Senior Seminar II	1
	492	Child Development Internship	4
FSM	110	Nutrition	3

Electives **6 sem. hrs.**

Required General Studies Courses **16 sem. hrs.**

Biology	101	Principles of Biology	4
	102	Biology of Organisms	4
Phy. Sci.	101-105	select four courses	8

General Studies Requirements **42 sem. hrs.**

A.A.S. Courses **31 sem. hrs.**

Family and Consumer Specialist

Required Core Courses **46 sem. hrs.**

FCS	101	Principles of Clothing Construction	3
	103	Clothing and Culture	3
	201	Principles of Food Selection and Preparation	3
	202	Meal Management	3
	210	Textiles	3
	250	Design in Home Furnishings	3
	310	Family Life Education	3
	312	Consumer Economics	3
	315	Management in the Family	3
	316	Household Equipment	3
	318	Management Problems in the Family	2
	320	Housing in Society	3
	330	Introduction to Child Development	3
	331	Adolescent Development	3
	400	Senior Seminar I	1
	401	Senior Seminar II	1
FSM	110	Nutrition	3

Required General Studies Courses **16 sem. hrs.**

Biology	101	Principles of Biology	4
	102	Biology of Organisms	4
Chemisty	101-102	General Chemistry	8

General StudiesRequirements **42 sem. hrs.**
Minor **24 sem. hrs.**

Fashion Merchandising Specialization

Required Courses **33 sem. hrs.**

AD	339	Fashion Merchandising Seminar	3
	418	Professional Experience in Fashion Merchandising	4
FCS	101	Principles of Clothing Construction	3
	103	Clothing and Culture	3
	210	Textiles	3
	312	Consumer Economics	3
	400	Senior Seminar I	1
	401	Senior Seminar II	1

Electives (select from the following) **9 sems. hrs.**

FCS	201	Principles of Food Selection and Preparation	3
	202	Meal Management	3
	250	Design in Home Furnishings	3
	310	Family Life Education	3
	315	Management in the Family	3
	316	Household Equipment	3
	318	Management Problems in the Family	2
	320	Housing in Society	3
	330	Introduction to Child Development	3
	331	Adolescent Development	3
FSM	110	Nutrition	3
Marketing	320	Advertising	3

Required Related Courses **16 sem. hrs.**

Biology	101	Principles of Biology	4
	102	Biology of Organisms	4
Phy. Sci.	101-105	select four courses	8

General Studies Requirements **42 sem. hrs.**
A.A.S. Courses **28 sem. hrs.**

Hospitality and Restaurant Management

Required Courses **45 sem hrs.**

Business	206	Business Law	3
Biology	101	Principles of Biology	4
		and	
	102	Biology of Organisms	4
		or	
		Physical Sciences	8
Chemistry	101	General Chemistry	4

		and	
	102	General Chemistry	4
		or	
		Physical Sciences	8
FCS	201	Principles of Food Selection and Preparation	3
	202	Meal Management	3
	400	Senior Seminar I	1
	401	Senior Seminar II	1
FSM	110	Nutrition	3
	221	Food Service Management	3
	323	Advanced Quality Foods	3
	328	Food Purchasing, Menu Planning, and Cost Controls	3
Management	209	Principles of Management	3

Electives **3 sems. hrs.**

Students with an A.A.S. degree in Institutional Food Service Management or Culinary Arts have the option of taking Chemistry 101, 102 or Physical Science. Students with an A.A.S. degree in Dietary Manager have the option of taking Biology 101, 102 or Physical Science.

Interior Design Specialization
Required Courses **34 sem. hrs.**

AD	340	Interior Design II	4
	375	Professional Practice in Interior Design	4
ARCH	130	Architectural History	3
FCS	210	Textiles	3
	250	Design in Home Furnishings	3
	316	Household Equipment	3
	320	Housing in Society	3
	400	Senior Seminar I	1
	401	Senior Seminar II	1

Electives (select from the following) **9 sem. hrs.**

FCS	101	Principles of Clothing Construction	3
	103	Clothing and Culture	3
	201	Principles of Food Selection and Preparation	3
	202	Meal Management	3
	310	Family Life Education	3
	312	Consumer Economics	3
	315	Management in the Family	3
	318	Management Problems in the Family	2
	330	Introduction to Child Development	3
	331	Adolescent Development	3
FSM	110	Nutrition	3

Required General Studies Courses **16 sem. hrs.**

Biology	101	Principles of Biology	4
	102	Biology of Organisms	4
Phy. Sci.	101-105	select four courses	8

General Studies Requirements **42 sem. hrs.**
A.A.S. Courses **28 sem. hrs.**

FAIRMONT STATE COLLEGE LIBRARY

Minor
Family and Consumer Sciences **21 sem. hrs.**

FCS	103	Clothing and Culture	3
	201	Principles of Food Selection and Preparation	3
	310	Family Life Education	3
	312	Consumer Economics	3
	320	Housing in Society	3
	330	Introduction to Child Development	3
FSM	110	Nutrition	3

Curricular for B.A. in Education
Teaching Field: Comprehensive Vocational Family and Consumer Sciences

Students are prepared to teach in Family and Consumer Sciences programs, adult roles and functions, occupational education, and career education in secondary, post-secondary and adult levels.

Single Teaching Field, Grades 5-12
Required Courses **50 sem. hrs.**

Clothing-Textiles			
FCS	101	Principles of Clothing Construction	3
	103	Clothing and Culture	3
	210	Textiles	3
Human Development and the Family			
FCS	310	Family Life Education	3
	330	Introduction to Child Development	3
	331	Adolescent Development	3
	332	Child Development Problems	1
Foods-Nutrition			
FSM	110	Nutrition	3
FCS	201	Principles of Food Selection and Preparation	3
	202	Meal Management	3
Management-Consumer Economics			
FCS	312	Consumer Economics	3
	315	Management in the Family	3
	318	Management Problems in the Family	2
Housing, Furnishings, Equipment			
FCS	250	Design in Home Furnishings	3
	316	Household Equipment	3
	320	Housing in Society	3
Professional Development			
FCS	400	Senior Seminar I	1
	401	Senior Seminar II	1
Education			
FCS	431	Methods and Materials in Teaching Vocational Family and Consumer Sciences	3

Special Academic Programs

Credit for Experiential Learning

Fairmont State Collge recognizes that some students, particularly adults and non-traditional students, may have developed competencies which closely parallel those competencies taught in college-level courses. The College provides the opportunity for students to receive academic credit for experiential learning which has taken place outside the formal educational structure through a portfolio review process.

The portfolio is reviewed by appropriate faculty members at Fairmont State College or by other experts if the field of study is not offered by the College. Faculty recommend the number of credit hours to be awarded by subject at the upper and lower levels, equating the credit, if possible, with existing Fairmont State College courses. An evaluation fee is charged for the portfolio review and for receiving college-equivalent credit.

For additional information contact the Coordinator for Experiential Learning in Room 225, Hardway Hall.

Community Service Learning

Service Learning is a national movement utilized in a number of colleges and universities in the United States. It is the process of integrating volunteer community service combined with active guided reflection into the curriculum. This enhances and enriches student learning of course material. The distinguishing characteristic of service learning is its twofold emphasis on both enriching student learning and revitalizing the community. To accomplish this, effective service learning initiatives involve students in course-relevant activities in:

- Connecting the logical continuity between experiential and textbook knowledge.
- “Bringing books to life and life to books.”
- Enhancing students’ self-esteem through meaningful contributions to community.
- Engaging students in decision making, critical thinking, and application of learned skills.
- Providing human resources to meet the educational, human, safety, and environmental needs of the community.
- Creating a spirit of civic responsibility and leadership.

The pedagogy of service learning represents a progressive, substantial change from the traditional curriculum and promotes education as a “process of living” which encourages information processing as well as accumulation. This constant restructuring of information exemplifies the continuity and reality that exists between life experience and knowledge.

For additional information contact the Community and Technical College.

Interdisciplinary Studies Degree

This program will lead to the degree Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies. It is designed to meet the needs of the student whose career and educational goals may not be satisfied by the major fields available at Fairmont State College. This degree allows more flexibility in programming and enables students to gain optimum benefit from the strengths of the institution as they apply to the chosen fields of study.

The Academic Affairs Control Committee, which is chaired by the Vice President for Academic Affairs, is responsible for the overall coordination and control of the program. School chairpersons and a Coordinating Committee comprised of faculty who hold the rank of assistant professor or higher and who have been approved by the Schools' chairpersons assist in implementing the program.

Students who are interested in this program should contact the Assistant to the Academic Vice President for further information.

Program Stipulations

Title: Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies (concentration).
Admission: Application to the program will be made between the end of the first semester and the beginning of the fifth semester of academic work. Students must have completed at least one semester of academic work as full-time students with an average of 2.0 or better.

Nature of Program:

a. It must contain a strong concentration of 48 semester hours, drawn from at least two disciplines of existing courses which form a logical selection of courses having a clear purpose and aimed at a specific learning outcome, *not* already represented among the major fields available at Fairmont State.
b. At least 24 hours must be taken after admission to the program.
c. The courses must be drawn from major bachelor programs or courses in an associate degree program which are part of the requirements for a baccalaureate degree.
d. Arranged classes are to be avoided.
e. At least one-half of the hours in the concentrated area must be at the upper level.
f. Up to 12 hours may be earned by appropriate directed research, exhibition, performance, internship, or combination of these. This credit is subject to the existing regulations for similar experience; no experiential credit will be accepted.
g. All requirements of the B.A. or B.S. degrees will apply, including successful completion of the General Education segment, overall grade point average of 2.0, residency requirements, 128 hours required for graduation, and other stipulations to be found in the College catalog. General Studies requirements will be determined by the first concentration area.
h. Elective courses will be used to complete hours required for graduation.
i. Students who anticipate graduate school attendance should check appropriate catalogs to insure that they will qualify for admission.
j. Once a proposal has been approved, it may be amended only by approval.

English as a Second Language

The purpose of the English as a Second Language Program (ESL) is to provide English Language instruction and support services to students whose native language is one other than English. The goal of the program is to help all ESL students gain the language skills necessary for them to achieve their academic and personal goals. Although students in the ESL program are fully capable of doing college level work in their own language, their current level of English language proficiency makes academic learning in English an additional challenge.

The ESL program has two main components: An Intensive English Program (IEP) for pre-academic students, and ESL support classes and tutoring services for students enrolled in regular academic programs.

Intensive English Program

The Intensive English Program is designed to prepare international students for entrance into regular academic programs. Courses in the IEP are designed to develop students' English language proficiency while helping them gain the extra linguistic skills and cultural knowledge necessary for successful college study. Classes are content-based and are typically structured around readings and lectures followed by discussions and writing tasks. Within this framework, classes focus on the development of essential academic skills such as note-taking, summary writing, exam preparation, and classroom participation.

The Intensive English Program runs year-round. It follows the regular academic calendar during the fall and spring semesters, and offers a thirteen week summer program which begins in mid May. Students in the IEP usually enter the program with TOEFL (Test of English as a Foreign Language) scores between 350 and 499. Typically, students remain in the IEP until achieving a 500 on the TOEFL. Except in unusual cases, this requires at least a complete semester of full-time study.

IEP classes meet for a total of 24 hours per week. Although courses in the IEP carry no college credit, students are given course grades and are subject to the same academic standards as all other students at FSC.

Courses in the Intensive English Program include:

American Culture
Campus Interaction Skills
College Composition
Intensive Grammar Review
Listening in Academia
Reading For Academic Study
Research Skills
Test Taking Skills

Students seeking admission to the IEP program should contact the ESL Program Director.

ESL Support Services

The ESL Program offers classes and tutorials designed to further develop the English Language proficiency and study skills of international students enrolled in regular academic programs at FSC. Credit bearing content courses are often offered by ESL faculty. In addition, ESL faculty offer individually arranged tutorial services to all international students at FSC. Arrangements for classes or tutorials may be made in the ESL Program Office.

The ESL Director is also available to both students and faculty for consultations concerning English Language proficiency, English Language testing, and matters relating to the education of international students at FSC.

Herndon Legislative Fellows Program

The primary goal of this program is to instruct selected full-time undergraduates from institutions of higher learning in West Virginia in the theory and operation of legislatures and legislative bodies in their multi-dimensional aspects and roles. Participants will be designated as legislative interns and will perform work assignments in the West Virginia Legislature for the duration of the session. They will spend a full semester in the study of the operation, role, and functions of legislative bodies.

To be eligible for this program, students must have completed a minimum of 60 undergraduate semester hours or its equivalent with an academic grade point average sufficient to admit them to the degree program of their choice. At the time of making application, students must be enrolled at their home institutions on a full-time basis and cannot be on academic or social probation. Students may not serve as interns if they are subsequently placed on academic or social probation for the period which would include the internship in Charleston. Each applicant must have taken at least one college course in political science unless, in the judgment of the selection committee the student's record displays an active and sustained interest in public affairs or the political process, at which time the course requirement may be waived.

Frasure-Singleton Student Legislative Program

The Frasure-Singleton Student Legislative Program provides students the opportunity to observe the West Virginia Legislature for one week during the body's regular legislative session. Participants are assigned to a legislator who assists in explaining the legislative process. They attend committee meetings and public hearings where legislation and issues are discussed. They sit on the Floor during daily sessions surrounded by legislators with issue research, constituent requests and other legislative tasks. In addition, participants meet with representatives from all branches of state government, lobbyists, reporters, and legislative staff persons.

The program is open to full-time college sophomores, juniors, and seniors from all fields of study. Applicants must be in good academic standing and successfully completed at least one Political Science course. One semester credit hour is given to participants.

For more information, contact the faculty in the Political Science Department.

Public Affairs Internships

The Political Science Department regularly becomes aware of internships opportunities at the local, state, and federal levels of government. These internships can be with members of the state House of Delegates and Senate, the United States Congress, city managers, public interest groups, or state and federal agencies. Internships can take place during the semester or during the summer months. While most of the internships do not include a salary, academiccredit can be given.

For more information, contact faculty in the Political Science Department.

Washington Center Internship Program

The Washington Center Internship Program gives students the opportunity to live and work in one of the most important cities in the world and to experience the professional arena of the nation's Capitol as well as the cultural diversity. The Washington Center Internship allows students to:

- Develop Professional Skills
- Clarify Personal Goals
- Improve research and communication skills
- Meet people from across the country and the world
- Prepare for life after college
- Give perspective on their studies
- Investigate a profession of interest
- Apply academic learning to the work world

For additional information contact the Washington Center Liaison at the Community and Technical College.

Regents Bachelor of Arts Degree Program

The Regents Bachelor of Arts Degree Program (RBA) is a flexible nontraditional program designed for adults in the belief that they, in their maturity and responsibilities, are distinctly different in their needs. The program can be tailored to fit the needs of those who need a degree for career advancement, those who have an associate degree in a field in which there is no corresponding baccalaureate degree available or those who seek intellectual development and personal fulfillment. The Regents Degree has particular appeal for persons who completed some college work in past years but did not obtain a degree.

Admission

Inquiries regarding admission should be made to the Coordinator, Regents B.A. Degree Program, Fairmont State College. Applicants must have graduated from high school at least four years before admission to the program. Persons with high school equivalency certificates may be admitted four years after their high school class graduated. If an applicant has previous college credit, failing grades received four years or more before admission to the RBA program are disregarded.

Requirements

To qualify for graduation, candidates must accumulate a total of 128 semester hours of credit with a quality point average of 2.00. At least 40 hours must be at the upper (300 or 400) level. Students must complete 36 semester hours of General Studies including the required semester hours in each of the following areas: Communications (6), Social Sciences (6), Natural Sciences (6), Mathematics or Computer Science (3), and Humanities (6). At least 15 semester hours must be taken in the West Virginia state system of higher education. The RBA is an interdisciplinary degree with no major. The program can be tailored to meet the needs of individual students.

College-Equivalent Credit

A unique feature of the Regents Degree program is the possibility of obtaining college-equivalent credit. Credit may be awarded for learning which has taken place outside of a college if the learning is generally equivalent to that which results from a college course. The learning may have resulted from work experience, on-the-job training, personal study, the pursuit of hobbies, or from a formal vocational program offered outside of a college or university, such as a hospital nursing course or military service training courses. College-equivalent credit is awarded only for the acquisition of knowledge or skills equivalent to the knowledge or skills acquired in college courses. An applicant for college-equivalent credit will prepare a portfolio in which is presented in writing a detailed description of the knowledge or skills believed to have been acquired outside of the college setting. Supporting documents such as job descriptions and certificates for the completion of training programs will be included. Directions for portfolio preparation are available for enrolled students. The portfolio will be reviewed by appropriate faculty members at Fairmont State College or by other experts if a field of study not offered by the College is involved. The faculty members will then recommend the hours of credit to be awarded by subject at the upper and lower levels, equating the credit when possible with existing Fairmont State course offerings. An assessment fee has been established for the assessment process and for the awarding of college- equivalent credit.

Military Science
(School of Social Science)

The Military Science program at Fairmont State College provides practical leadership and management training to students desiring to earn a commission as an officer in the United States Army along with their chosen degrees. The curriculum stresses techniques of organizing, motivating and leading others, including recognizing, comparing and evaluating courses of action. The participating student will experience management training and leadership development through adventurous, challenging activities. Refer to the courses of instruction section of this catalog for detailed course descriptions.

The Army ROTC program at Fairmont State College is designed to provide: a reserve corps of scholars, citizens, and soldiers; graduates qualified in leadership and management skills and prepared for public service; and men and women trained to assume responsible positions as commissioned officers in the active army, army reserve, and national guard, as well as in business, government and industry. Whether or not students elect to take all or just part of the Military Science program while at the college, they will gain enhanced social awareness and develop personal values important in civilian life and will be better prepared to make a meaningful contribution in the preservation of American ideals and national security.

Military Science is a four year curriculum consisting of two distinct phases. The Basic Course of instruction (Military Science I and II) is for freshmen and sophomore students who desire to investigate the possibilities of future government service without committing themselves to a military service obligation. There are no uniform or haircut requirements for the Basic Course students. Basic Course classes may be added or dropped as any other college course and are applicable as free electives in degree and certification programs. The Advanced Course of Military Science (Military Science III and IV) is for juniors and seniors who have qualified to enter the Army Reserve Officers Training Corps (ROTC) program in one of the following ways: completion of all the Military Science I and II basic course classes (a total of four semesters or eight credit hours): or ROTC Basic Camp attendance; or completion of enlisted basic training; or prior military service. Credits earned in the Advanced Course are applicable as free electives in degree and certification programs.

Students accepted in the Advanced Course of the Military Science program as Army ROTC cadets receive a subsistence allowance of $150 per month, tax free, during the school year. If students have been awarded a two or three-year Army ROTC scholarship, they will receive tuition and fee assistance and money for books, in addition to the $150 per month subsistence allowance. If an Army ROTC scholarship is not available, students can qualify for financial assistance by simultaneously being a member of an Army Reserve or National Guard unit and enrolled in the Army ROTC Advanced Course. By participating in the Simultaneous Membership Program (SMP), students serve as an officer trainee in their unit and receive E-5 (or higher if authorized) drill pay of about $125 per month. Also, any Army Reserve or National Guard member who is attending college can receive Montgomery G.I. Bill Benefits after meeting eligibility requirements. This is in addition to the $150 per month Army ROTC subsistence allowance.

Upon successful completion of all Advanced Course requirements, students are commissioned as officers in the active Army, Army Reserve or National Guard, and serve as second lieutenants in one of over eighteen career branches of the army.

Pre-Professional Curricula

Dentistry
Law
Medicine
Medical Technology
Pharmacy
Journalism
Physical Therapy
Engineering

Since the majority of students doing such work will later enter the professional schools at West Virginia University, the courses have been prepared with the idea of meeting the requirements specified by university authorities for their own preprofessional students. Students expecting to enroll in other professional schools should procure a catalog from the school they expect to enter with advanced standing so that the courses taken here will meet the requirements they need to meet. The professional field advisor will assist students in making all necessary adjustments.

Physics 101 and 102 are required courses in the health-related fields as well as in engineering. Pre-requisites for Physics 101 are one year of high school physics or one year of high school trigonometry; or Math 101 and 102, or Math 115. Physics 101 is the pre-requisite for Physics 102.

Pre-Medical and Pre-Dental Curriculum

Students planning to study medicine or dentistry should complete basic science courses as well as a broad range of general education courses with an average of B or better. Students should carefully consult the catalog of the professional school which they plan to attend. At West Virginia University, the School of Medicine requires a minimum of 90 semester hours of undergraduate work exclusive of physical education and ROTC courses for admission. Pre-medical students should work towards fulfilling the requirements for the Bachelor Degree in either biology or chemistry.

The School of Dentistry requires applicants to have completed three or more academic years of work in the liberal arts.

The following courses will meet the minimum requirements for admission to the Schools of Medicine and Dentistry at West Virginia University:

Biol. 185 and 220 or 221	8
Chem. 105, 106	10
Chem. 201, 202	8
Eng. 104, 108	6
Physics 101, 102	8

In addition, courses in the humanities and the social sciences are suggested in order to acquire a broadened intellectual background.

Pre-Pharmacy Curriculum

National requirements for the study of pharmacy require five years of study beyond high school. The curriculum requires the completion of two years of pre-pharmacy and three years of study and training in a professional school of pharmacy. Prospective pharmacy students should plan their programs in such a manner as to insure meeting requirements of the particular professional school of pharmacy to which they wish to transfer. The following two-year preparatory program is suggested:

	First Year		**Second Year**	
Course	**fall**	**spring**	**fall**	**spring**
Biology 101, 102	4	4		
Chemistry 105, 106; 201, 202	5	5	4	4
Economics 200, 201, or 202				3
English 104, 108	3	3		
*Math 190	4			
Physics 101, 102			4	4
**Statistics	3			
**Electives from Arts and Humanities		3	6	3
**Electives from Social Sciences		3	3	3
Semester Totals	**19**	**18**	**17**	**17**

*Students not having necessary prerequisites for calculus will be required to take Math 115 or 112 and 115.

** Pre-pharmacy advisor should be consulted for these courses.

Pre-Medical Technology Curriculum

Medical Technology is a four year undergraduate program. The first two years may be taken at Fairmont State College. The entrance requirements of schools of medical technology throughout the nation vary considerably. Students should consult carefully the catalog of the school which they plan to attend. Students who have completed 64 semester hours including the following courses may be eligible for admission to the third year of the medical technology program at West Virginia University.

English	104, 108	Written English	6
Biology	101, 102	Principles of Biology, Biol. of Organisms	8
Chemistry	105, 106	Chemical Principles	10
	201, 202	Organic Chemistry	8
Physics	101, 102	Introduction to Physics	8
Mathematics	115	Trigonometry and Elementary Functions	3

The other classes should total 21 to 24 hours of core classes. Courses such as microbiology, biochemistry, and anatomy should not be taken prior to enrollment in the professional schools.

Pre-Law Curriculum

Fairmont State College offers no distinct pre-law curriculum. Students who plan to attend law school usually major in English, history, political science, or business administration.

Pre-Journalism

The journalism minor may also be used in most cases as a pre-journalism curriculum by students planning to transfer at the beginning of their junior year. Students enrolled in this program should consult the college where they will complete their degree for additional courses requirements as Fairmont State does not have an articulation agreement with any school of journalism. The journalism coordinator should be consulted before enrolling in courses beyond the basic reporting course, Journalism 240.

In addition to the basic General Studies courses required for any four-year degree, pre-journalism students should enroll in courses listed with information about the journalism minor. (See page 102).

Pre-journalism students must participate actively in the publication of the student newspaper, The Columns, and the yearbook, Mound, in order to receive departmental recommendation.

Pre-Engineering Curriculum

Students planning to study engineering should complete the following course work with a B average or better:

Mathematics	115, 190	8
Chemistry	105, 106	10
English	104, 108	6
Physical Education	100	2
Physics	101, 102	8
Social Science Elective		3
Technology	MEC 100, DRF 100	6

Students are advised to carefully consult the catalog of the engineering school which they plan to attend as Fairmont State does not have an articulation agreement with any school of engineering.

Pre-Physical Therapy

This curriculum is designed to satisfy the course requirements for admission to the professional portion of the curriculum in physical therapy offered by the West Virginia University School of Medicine. The core curriculum requirements must be satisfied, and a total of 62 hours is required for admission to the first professional year. This suggested curriculum plan allows latitude in career choice and is basically compatible with various curricula in the arts and sciences.

First Year

First Semester		Second Semester	
English 104	3	English 108	3
Psychology 101	3	Chemistry 106	5
Chemistry 105	5	*Electives	10
Phys. Ed.	1		
*Electives	6		
	18		18

Second Year

First Semester		Second Semester	
Physics 101	4	Physics 102	4
Biology 101	4	Biology 102	4
Psychology 240	4	Psychology 330	3
Speech 102	2	Speech 202	3
Electives	3	Electives	3
	17		17

*These electives should be chosen to meet general studies requirements and pre-requisites for physics, if needed.

Fairmont Community and Technical College

In the fall of 1974, Fairmont State was on the threshold of an exciting new venture with the creation of Fairmont Community College as a unit of the parent institution. This new sense of direction broadened the commitment of the institution by developing the community college to complement the historic mission of the College. Having a community college on the campus of an established four-year institution has proved to be mutually reinforcing and supportive

Seen in historical perspective, the community college concept is an extension and the logical conclusion of the College's traditional goals, which include broadening the base of participation in a democracy of intellect and giving everyone access to postsecondary education. This concept makes it possible for students to fulfill their potential, achieve their aspirations, and advance their education to the limits of their ability.

Fairmont Community and Technical College, a comprehensive community college, provides academic, technical/occupational, and general education programs of two years duration, one-year certificates, learning skills courses, continuing education courses, community service programs, and workforce development and training. The result has been a sharp increase in the number of non-traditional students who have returned to formal education for reasons of job obsolescence, to start new careers, or wishing to achieve upward social mobility along a career ladder. The Community and Technical college takes pride in the diversity of its programs and its commitment to making learning a lifelong process for all age groups on a full-time and part-time student basis.

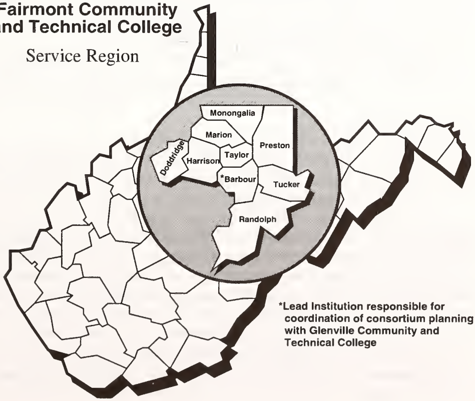
The college parallel or transfer program is composed of the first two years of a traditional liberal arts baccalaureate college education. Associate degree credit may be applied without loss of credit to a four-year baccalaureate degree program. Community college courses are full-fledged college level credit and therefore transferable to baccalaureate level programs. The quality of instruction is identical for two-year and four-year degrees.

Students enrolled in Fairmont Community and Technical College maintain all rights, privileges, responsibilities, and the same use of campus facilities and social and academic resources as those enrolled in four-year degree programs.

Fairmont Community and Technical College provides services to a nine county region and coordinates a District Consortium for North Central West Virginia. The Consortium is designed to meet the needs of its citizens, business and industry by providing a well-trained and educated workforce. It also works to match labor market information with academic programs, clarifies and coordinates the common ground between secondary and post-secondary education, and establishes one-stop clearing centers for information, career training and employment.

Fairmont Community and Technical College

Service Region



***Lead Institution responsible for coordination of consortium planning with Glenville Community and Technical College**

Clarksburg Center

The Clarksburg Center of Fairmont State College added a further commitment to its pledge of providing progress and traditional service to the community, region and state by establishing the Clarksburg Center on July 1, 1975. The Clarksburg Center is located in Colonial Village, 104 East Main Street.

Providing Fairmont State College the opportunity to offer quality education to the Harrison County community, the

Clarksburg Center offers academic work leading to a variety of two-year degrees, the Regents B.A. degree and the first two years toward numerous four-year degree programs. Diversified community service classes in the cultural, vocational, avocational and general interest areas are also available through the Clarksburg Center.

The Center's staff provides services for Clarksburg students equivalent to those available on the main campus and include a full-time professional counselor. Academic, personal, and career counseling are available both day and evening hours. Periodically, workshops of interest to students are offered, such as overcoming test and math anxiety, résumé writing, job interviewing skills, and time management. Assistance is also available for financial aid, veterans benefits, class scheduling and scholarship services.

Library service for Clarksburg students and faculty is provided. The library is staffed by an assistant librarian who is available to students and faculty during the day and evening hours. The library's basic collections of reference and research materials, in addition to its access of the main campus library collection through the use of MountainLynx (the College's online library system) and inter-library loans, allow the facility to accommodate the needs of most Clarksburg students.

In addition to welcoming the traditional or high school equivalent student, the Clarksburg Center encourages outstanding high school students to enroll in college level courses. As part-time students, they may register for classes at the Center, or for those offered by the center at nearby public and private high schools. The Center's student population is almost entirely non-traditional. To better serve this population, at least 80 percent of the classes offered are in late afternoon and evening. The Center allows students in the Harrison County community to economize on quality education by providing the region with outstanding community college educational opportunities.

Non-Traditional Students

Older students were once considered "non-traditional," but this is no longer an accurate characterization now that students 25 years or older make up almost one-half of the enrollment in American institutions of higher learning. Over the past two decades, enrollment of older students at Fairmont State College has grown in both absolute numbers and as a proportion of total enrollment.

Who are the non-traditional students? Some may have had post-secondary education aspirations for a long time, but delayed enrolling immediately after high school for personal or financial reasons. Others may have completed some post-secondary education when they were younger, but re-enrolled later to help advance their careers, prepare for new ones, or fulfill personal goals. Still others may have dropped out of high school in their youth and then decided later that they wanted to continue their education. With the increase in the number of non-traditional students, the College realizes the need for a pro-active approach to meeting their needs. Non-traditional students have unique circumstances which require the College to offer special support services in order for them to succeed academically.

Students needing assistance should contact the Non-Traditional Student Coordinator in the Community and Technical College office in the Hardway Building.

Weekend College

Weekend College is an alternate delivery system designed specifically for adults who want to complete a degree, but find weekday or evening classes inconvenient or incompatible with career and family responsibilities.

Weekend courses offer distinctive opportunities that meet the scheduling needs of these non-traditional students. General education skills, courses with a professional focus, and courses that satisfy degree requirements constitute the Weekend College curriculum.

Associate degrees in Information Processing and Business Administration with specializations in General Business and Accounting, and a Bachelor of Science degree in Business Administration with a General Business specialization and a Psychology minor, are offered in their entirety. Courses are scheduled on Saturdays with some Sunday classes for developmental courses in consecutive terms. Each term consists of ten weeks.

Students can enroll to begin a degree, to complete a degree, or to enhance academic and technical competency.

Vocational Career Projects

With the assistance of the Carl D. Perkins Vocational Education Act, Vocational Career Projects provides supplemental services and activities for adults in need of training or retraining, men and women entering nontraditional occupations, single parents or displaced homemakers enrolled in vocational programs, and displaced workers subsidized by state and federal agencies.

Vocational Career Projects conducts pre-college orientations designed to help adults who are in the process of beginning or returning to college. Vocational Career Projects provides information on admissions and registration, financial aid, degree options, child care, and numerous other college procedures.

Tech Prep Programs of Study

Articulation agreements have been implemented with area high schools and vocational/technical centers to award college credit for course work completed under the Tech Prep Programs of Study. Students who achieve recognized competencies may apply credits to several two year Associate Degrees at Fairmont Community and Technical College. Students should contact their local high school for Tech Prep Programs of Study available and refer to the Community and Technical College Office for articulation policies and procedures.

Open Admissions Philosophy

Fairmont's Community and Technical College operates an "open door" admission policy. Admission is open to all high school graduates as well as to those with equivalent credentials (GED). Even without a high school diploma, individuals may enroll in many of the Community and Technical College's continuing education courses, as a special student. This "open door," however, does not guarantee an education to everyone, but it does make it possible for everyone to enter the College and for everyone to have the opportunity to pursue programs in higher education to the limit of their ability and particular potential.

Eligibility to enroll in the Community and Technical College does not necessarily imply eligibility to enter all its degree programs, several of which may be competitive and limited in the number of students admitted.

Since the Health Career fields are selective programs with limited enrollment, applicants should complete the ACT or SAT early and have the high school transcripts forwarded early in the fall. To insure consideration, students are required to make early application with test scores and transcripts. Students applying for scholarships should have the transcripts forwarded at the conclusion of the first semester of the senior year.

A minimum of 2.0 (C) grade average for all courses attempted and for all courses in the area of specialization is required for graduation with an associate degree or a one year certificate. Students also must have completed at least 16 credit hours at Fairmont State College of the total hours required in an associate degree or 8 credit hours of the total at Fairmont State College required in a certificate program.

Admission Policy for Health Career Programs

Applications for admission to programs in health careers are accepted through January for the following school year. (Nursing applications are accepted through December.) The application, high school transcript or GED scores, ACT or SAT scores, college transcript (if applicable) and other pertinent information to assure complete consideration should be on file by the deadline.

The credentials are organized by the Director of Admissions and are submitted to the appropriate selection committee for consideration. All complete applications to the MLT, HIT, PTA, and VT programs which are received before January 31 will be considered, the deadline for nursing applications is December 31. Any application received after that date will be considered only on a space-available basis. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. Strong math and science background is highly recommended. All applications of persons interested in the specific programs will be given every consideration in the selection process. More consideration will be given to students who have successfully completed college course work. Students with a college grade-point average of less than 2.0 must remedy this situation before consideration.

Students who have graduated with a GED must still show adequate academic background and ACT or SAT scores.

Transportation

As most of these programs require considerable student attendance at off-campus locations, it will be the student's responsibility to provide transportation to all clinical affiliates. The utilization of car pools, when appropriate, is encouraged to help meet the expense of those providing transportation.

Liability Insurance

Students in Health Careers programs are covered by a group liability insurance handled by the State of West Virginia. The students are not obligated to maintain any other liability insurance.

Degrees

Fairmont State College offers three kinds of two-year associate degrees as part of the Community and Technical College.

Associate of Arts

The associate in arts degree is designed to satisfy the lower division requirements of bachelor of arts degrees, thereby, preparing students to transfer to an upper division baccalaureate program. The studies required in this degree embody the characteristics of an educated person and generally place emphasis upon the social sciences, humanities, and professional fields within these disciplines.

Graduation from an associate in arts program assures that students have been provided a foundation in general education that enables them to appreciate their culture and environment as well as different cultures of the world; the development of a system of personal values based on accepted ethics that lead to civic and social responsibility; and the attainment of communication skills necessary for growth as a lifelong learner. It also assures the employer that graduates have satisfactorily completed at least 60 credit hours.

Associate of Science

The associate in science degree is designed to prepare people for immediate employment or to satisfy the lower division requirements of bachelor of science degrees, thereby, preparing students for the work force or to transfer to an upper division baccalaureate program. A minimum of 6 hours of transfer English and 12 hours of math and/or science are required for this degree and will embody the characteristics of an educated person and generally place emphasis upon the sciences and mathematics that support technical fields of study, such as engineering, agriculture and science-related fields.

Graduation from the associate in science program assures that students have been provided a foundation in general education that enables them to appreciate their culture and environment as well as different cultures of the world; the development of a system of personal values based on accepted ethics that lead to civic and social responsibility; and the attainment of communication skills necessary for growth as a lifelong learner. It also assures the employer that graduates have satisfactorily completed 64-72 credit hours.

Associate of Applied Science

The associate in applied science degree is generally awarded to those who successfully complete programs which emphasize preparation in the applied arts and sciences and are designed to lead individuals to employment in a specific career. It also assures the employer that graduates have satisfactorily completed 64-72 credit hours. Although the objective of the associate in applied science degree is to enhance employment opportunities, some baccalaureate degree granting institutions have developed upper division programs to recognize this degree for transfer of credits.

Certificate Programs

Certificate programs, which generally take one year or two semesters of full-time course work to complete, are designed for students seeking to learn basic skills or to increase their proficiencies in a specific occupational area. In a certificate program, students take skill-development courses in their field of interest and a limited number of related courses. Graduates of certificate programs may use their credentials to seek immediate employment or may continue their studies in a degree program.

Degree Programs—See Academic Information for a complete list of Community and Technical College Programs.

Associate Degrees as Minors for Baccalaureate Programs

Any successfully completed associate or two-year degree offered within the Community and Technical College, except General Studies and the field of the B.A.-B.S. major, may be used to fulfill the requirements for a minor in any B.A. or B.S. (non-teaching baccalaureate) degree awarded by Fairmont State College.

Minors Derived From Associate Degree Programs

Several minors that may be used to fulfill the requirements for a minor in B.A. or B.S. (non-teaching baccalaureate) degrees awarded by Fairmont State College have been established from associate degree programs. Each of these minors is located immediately following the associate degree program from which it is derived.

General Studies Requirements

General Studies Requirements for the Associate of Arts, Associate of Science, and Associate of Applied Science Degrees

15-17 Hours for Associate Degrees*

Communication Skills **6 sem. hrs.**
Required:

English	104*	Written English I	3
	108*	Written English II or	
	109	Technical Report Writing	3

*A grade of "C" or above in English 104 and 108 is required for graduation.

(The optional 5 hour Speech sequence 102, 202 is also highly recommended.)

Social Sciences, History and General Electives **3 sem. hrs.**
Choose one of the following:

Business	280	Empowering Leadership (Also listed as Education, English, Social Science, and Technology)	3
Economics	200	Economics or	3
	201	Economic Principles	3
Geography	210	Introduction to Geography	3

History	107	U.S. History I	3
	108	U.S. History II	3
	111	History of Civilization I	3
	112	History of Civilization II	3
	113	History of Civilization III	3
Philosophy	200	Introduction to Philosophy	3
Pol. Sci.	101	Global Affairs	3
	103	American Government	3
Psychology	101	Introduction to Psychology	3
Sociology	110	Introduction to Sociology	3
	111	Introduction to Anthropology	3
Technology	101	Introduction to Technology	3

Mathematics/Science/Computer Science **3-5 sem. hrs.**

Choose one of the following:

Math	107	Fundamental Concepts of Math	3

If a program requires a math course or sequence of math courses, including Math 101, 102, these will meet the General Studies requirements in Math.

CS		(any 3 hour course)	3
		or	
Biology	101	Introduction to Biology	4
Chemistry	101	General Chemistry	4
Chemistry	105	Chemical Principles	5
Physics	101	Introduction to Physics	4
Geology	101	General Geology	4
		or	
Phys. Sci.	101	Astronomy	2
Phys. Sci.	102	Chemistry	2
Phys. Sci.	103	Geology	2
Phys. Sci.	104	Physics	2
Phys. Sci.	105	History of Physical Science	2

If a program requires Biology 170 and Biology 205, these will meet the General Studies requirement in Science.

In addition to the 12-14 minimum credit hours required by category, an additional course or courses from any category must be taken to reach a minimum of 15 credit hours.

Applied Design

(Associate of Applied Science)

Fashion Design/Interior Design

The A.A.S. degree in Applied Design offers two specializations; Fashion Design and Interior Design. The program provides opportunities for students to explore areas of interest, such as art and design, computer applications, or business.

Fashion Design includes the study of visual merchandising and computer aided design. It prepares students to pursue careers in fashion design; buying; fashion coordinating for department stores, fashion boutiques, or retail firms; window display merchandizing; and independent apparel shop ownership. Classroom and studio work are combined with field experiences which may include fashion show production, field trips, and on-the-job work experience.

Interior Design prepares students for professional service in residential and/or commercial interior design. Students have various opportunities to explore and apply principles and elements of design and to create functional and aesthetic interior environments. Interior Design includes a study of design, space planning, construction materials, technical rendering, and presentation in conjunction with a business orientation. Graduates may choose to work professionally in a variety of retail businesses related to residential interiors, contract sales studios, or private firms and agencies.

Applied Design — 65 sem. hrs.
Core Courses — 41 sem. hrs.

AD	217	Visual Merchandising	3
	251	Applied Design	3
	275	Applied Design Practicum	4
	295	Guided Design Seminar	4
Business	141	Business Mathematics	3
CS	100	Introduction to EDP	3
English	104	Written English I	3
	108	Written English II	3
FCS	210	Textiles	3
	312	Consumer Economics	3
Fine Arts		Elective	2
		Practicum	1
Marketing	205	Salesmanship	3
Sociology	110	Introductory Sociology	3

Fashion Design Specialization — 24 sem. hrs.

AD	102	Apparel Design	3
	115	Introduction to Fashion Industry	3
	116	History of Contemporary Fashion	3
FCS	101	Principles of Clothing Construction	3
	103	Clothing and Culture	3
GRA	150	Computer Applications to Graphics	3
	290	Electronic Art and Computer Imaging	3
OAD	251	Business Communications	3

Interior Design Specialization — 24 sem. hrs.

AD	140	Introduction to Interior Design	4
	240	Interior Design I	4
Drafting	215	Architectural Drafting	4
	245	Architectural Design	3
FCS	250	Design in Home Furnishings	3
	316	Household Equipment	3
	320	Housing in Society	3

Minors
Interior Design — 20 sem. hrs.

AD	140	Introduction to Interior Design	4
	240	Interior Design I	4
	251	Applied Design	3
FCS	210	Textiles	3
	250	Design in Home Furnishings	3
	320	Housing in Society	3

Fashion Design — 21 sem. hrs.

AD	102	Apparel Design	3
	115	Introduction to Fashion Industry	3

	116	History of Contemporary Fashion	3
	217	Visual Merchandising	3
	251	Applied Design	3
FCS	101	Principles of Clothing Construction	3
	210	Textiles	3

Aviation Maintenance Technology

(Associate of Applied Science)

The Aviation Maintenance Technology program prepares graduates for careers as qualified maintenance technicians with airlines; fixed base operations, repair stations or aircraft manufacturers. This program is approved by the Federal Aviation Administration and meets the requirements for Federal Aviation Regulation 147.

Aviation Maintenance Technology **69 sem. hrs.**

AP	101	Intro. to Aviation Maintenance	3
	102	Aircraft Basic Science	3
	103	Aviation Shop Practices	3
	105	Aircraft Utility Systems	3
	106	Aircraft Information Systems	3
	109	Aircraft Electronics	3
	201	Reciprocating Engines & Systems	3
	202	Aircraft Sheet Metal Structures	3
	203	Reciprocating Engine Maintenance & Return to Service	5
	204	Propeller Systems	3
	205	Turbine Engines and Systems	3
	206	Aircraft Fluid Power & Landing Gear Systems	3
	207	Turbine Engine Maintenance & Inspection	3
	208	Cabin Atmosphere Control Systems	3
	209	Aircraft Flight Control Systems	3
	210	Non-Metallic Structures	3
	211	Helicopter Fundamentals	1
AV	110	Aircraft Power Generation and Distribution Systems	3
CS	100	Introduction to EDP	
		or	
	101	Applied Technical Programming	3
English	104	Written English I	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
Social Science		Elective	3

Avionics Maintenance Technology

(Associate of Science)

This program prepares the student for a career as a qualified Avionics Technician. Graduates perform repairs and maintenance on aircraft communications and navigation equipment, radar and instrument systems. The FCC General Radio-Telephone license is required for graduation.

Avionics Maintenance Technology **63 sem. hrs.**

AV	102	Principles of Radio Transmitters and	

		Receivers	3
	110	Aircraft Power Generation and Distribution Systems	3
	200	Electronics Flight Management Systems	3
	202	Instrument Landing Systems	3
	204	Aircraft Navigation Systems	3
	206	Aircraft Communications Systems	3
	208	Avionics Maintenance Practices	2
	209	Aircraft Pulse and Radar Systems	3
	210	FCC License Preparation	2
AM	100	Aircraft Flight Theory	3
ELE	100	Circuit Analysis I	3
	200	Electronic Shop Practices	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	230	Digital Electronics	3
English	104	Written English I	3
	109	Technical Report Writing	3
CS	100	Introduction to EDP or	
	101	Applied Technical Programming	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Speech Com.	102	Speech Communication Theory	2
Social Science		Elective	3

Business Administration

(Associate of Applied Science)

This program is designed to offer students seven options to concentrate their studies: (1) Accounting, (2) Banking, (3) Finance, (4) General Business, and (5) Retail Management.

The objective of the associate degree program in business is twofold: (A) to provide individuals with an opportunity to develop job-related skills while concurrently increasing their awareness of their roles and responsibilities toward society and their profession, and (B) to meet the educational needs of the community by helping meet the requirements for trained manpower in the service region of the College. Specifically, the program is presently designed to allow students to select from associate degree program options that will provide them with the necessary skills to function professionally in the area(s) selected.

Places of employment: Business Organizations
Industrial Corporations
Government Agencies
Independent Firms and Businesses

Business Administration **65 sem. hrs.**

Required Courses **41 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II	6
Business	102	Introduction to Business	3
	141	Business Mathematics	3
	206	Business Law I	3
CS	100	Introduction to EDP	3
Economics	201, 202	Economic Principles and Problems	6
English	104	Written English I	3
	109	Technical Report Writing	3
Psychology	101	Introduction to Psychology I	3

Sociology	110	Introductory Sociology	3
Speech Com.	102	Speech Communication Theory	2
	202	Speech Communication Practice	3

Select one area of specialization from the following:

Accounting Specialization **24 sem. hrs.**

Accounting	204	Selected Financial Accounting Topics	3
	215	Managerial Accounting	3
	216	Income Tax Procedures	3
	217	Concepts of Computerized Accounting	3
Business	230	Microcomputer Applications in Business	3
OAD	100	Microcomputer Keyboarding	3

Business and Economics Electives* 6

Banking Specialization **24 sem. hrs.**

Business	207	Business Law II	3
	230	Computer Applications for Business	3
Finance	180	Principles of Banking	3
	201	Introduction to Financial Management	3

Select an additional 12 semester hours from the following:

Accounting	215	Managerial Accounting	3
Finance	260	Principles of Real Estate	3
	270	Principles of Insurance	3
	284	Bank Management	3
	285	Analyzing Financial Statements	3
	288	Consumer Lending	3
	292	Trust Business	3
	294	Commercial Lending	3

Finance Specialization **24 sem. hrs.**

Business	207	Business Law II	3
	230	Computer Applications for Business	3
Finance	201	Introduction to Financial Management	3
	285	Analyzing Financial Statements	3

Select an additional 12 semester hours from the following:

Accounting	215	Managerial Accounting	3
Finance	180	Principles of Bnaking	3
	260	Principles of Real Estate	3
	270	Principles of Insurance	3
	292	Trusts and Estate Planning	3
	307	Personal Finance	3
	350	Investments	3
IS	220	Spreadsheet Design	3

General Business Specialization **24 sem. hrs.**
18 sem. hrs.

Finance	201	Introduction to Financial Management	3
	350	Investments	3
Management	209	Principles of Management	3

	305	Small Business Management	3
	308	Personnel Management	3
Marketing	204	Marketing	3
Business and Economics Electives*			6

Retail Management Specialization **24 sem. hrs.**

Management	308	Personnel Management	3
Marketing	204	Marketing	3
	205	Salesmanship	3
	300	Retailing	3
	312	Retail Field Experience	4
	320	Advertising	3
Business and Economics Electives*			5

*BUSINESS AND ECONOMICS ELECTIVES: May be taken in any one of several combinations agreed upon by the student and the advisor. Such combinations may include Accounting, Business, Computer Science, Economics, Finance, Management, Marketing, Mathematics 115 and/or 190, Office Administration courses 233, 251, and/or 310.

Child Care

(Associate of Applied Science)

Child Care/Nanny

Child Care is the study of the life and development of children. The Associate of Applied Science Degree provides practical experience in working with children in community agencies as well as in college classroom study. Work in community agencies enables students to become aware of employment possibilities, requirements of these various operations, and the application of their classroom work.

The program is designed to prepare middle-professional persons to work in day care centers, Head Start, nursery schools, aides in public schools, as well as a private home Nanny. They may also be employed in group home-based programs for children, in foster day care homes, or in the various services for children sponsored by industry or government.

All Child Care students must have a physical examination, tuberculosis test, a valid food handler's card, two character references, first aid and cardiopulmonary resuscitation (adult/child/infant) certificate prior to entering the program. Verification must be submitted to the Family and Consumer Sciences Department. A "Nanny Option" may be selected from the Child Care major.

Child Care **66 sem. hrs.**

CS	100	Intro. to EDP	3
Education	220	Areas of Exceptionality in Special Education	3
English	104	Written English I	3
	108	Written English II	3
	354	Children's Literature	3
CC	130	Foundations in Early Childhood Edu.	3
	131	Administration of Early Childhood Edu.	3
	132	Early Childhood Edu. Practicum	1
	*230	Theory and Practices in Work with Young Children	3
	*232	Practicum with Young Children	3
	262	Child Care Practicum	3
	283	Cognitive Development of Children	3

FCS	201	Principles of Food Selection and Preparation	3
	310	Family Life Education	3
	312	Consumer Economics	3
	330	Introduction to Child Development	3
	331	Adolescent Development	3
	332	Child Development Problems	3
FSM	110	Nutrition	3
Phy. Sci.		(Select one course from the following)	2
	101	Astronomy	
	102	Chemistry	
	103	Geology	
	104	Physics	
	105	History of Physical Science	
Psych.	101	Introduction to Psychology I	3
Sociology	110	Introductory Sociology	3
Speech Com.	459	Speech Correction	3

Students may select the "Nanny Option" by substituting the following courses for CC 230, 232.

CC	280	Theory and Practice of a Nanny	3
	282	Practicum in Family Child Care	3

Minor B.A. and B.S. Degrees **22 sem. hrs.**

CC	130	Foundations in Early Childhood Ed.	3
	131	Administration for Early Childhood Ed.	3
	132	Early Childhood Ed. Practicum	1
	230	Theory and Practice in Work with Young Children	3
	232	Practicum with Young Children	3
	283	Cognitive Development of Children	3
FCS	330	Introduction to Child Development	3
	332	Child Development Problems	3

Clerical

(Associate of Science)

The two-year clerical program is offered for students who are interested in employment in a medical, legal, or executive office but who do not want to take dictation. Among the duties of a clerk are receiving callers, answering the telephone, handling mail, keyboarding, data entry, filing, and operating office equipment. A one-year certificate is awarded at the completion of the first year for students who wish to terminate their studies at that time.

Places of employment:
Government agencies
Insurance companies
Industrial companies
Banks

Types of jobs:
Clerk-typists
Data entry
Bookkeepers
Receptionists
Mailroom clerks
Filing clerks

Clerical **64 sem. hrs.**

Accounting	201	Principles of Accounting I	3
	202	Principles of Accounting II	3

Business	102	Introduction to Business	3
	141	Business Mathematics	3
CS	100	Introduction to EDP	3
English	104	Written English I	3
	109	Technical Report Writing	3
IS	220	Spreadsheet Design	3
Management	214	Office Management	3
OAD	102	Intermediate Typewriting/Keyboarding	3
	211	Advanced Typewriting/Keyboarding	3
	230	Introduction to Word Processing	3
	232	Word Processing Applications	3
	233	Records Management and Database Applications	3
	240	General Office Procedures	3
	242	Directed Office Experience	2
	250	Desktop Publishing	3
	251	Business Communications	3
Psychology	101	Introduction to Psychology	3
Speech Com.	102	Speech Communication Theory	2
	202	Speech Communication Practice	3
		Electives	3

Minor B.A. and B.S. Degrees **26 sem. hrs.**

(Not open to Office Administration majors.)

Business	102	Introduction to Business	3
	141	Business Mathematics	3
OAD	102	Intermediate Typewriting/Keyboarding	3
	211	Advanced Typewriting/Keyboarding	3
	230	Introduction to Word Processing	3
	233	Records Management and Database Applications	3
	240	General Office Procedures	3
	*242	Directed Office Experience	2
	251	Business Communications	3

*Specialized courses in office administration and/or directed office experience may be substituted.

Criminal Justice

(Associate of Applied Science)

The criminal justsice program at Fairmont Community and Technical College provides students with a broad orientation to the entire system of criminal justice. In order to provide for persons with various backgrounds, career aspirations, etc., the program allows students (with advisor assistance and approval) some flexibility in structuring the curriculum to meet their individual interests and needs.

Places of employment:
- Local, county, and state governments
- Industrial commercial security agencies
- Social service agencies

Types of jobs:
- Police officers
- Correctional officers
- Security/loss prevention coordinators
- Private investigators

Criminal Justice **65 sem. hrs.**

General Studies Courses **32 sem. hrs.**

CS	100	Introduction to EDP (or other approved CS course)	3
English	104	Written English I	3
	108	Written English II or	
	109	Technical Report Writing	3
Pol. Sci.	103	American Government	3
Psych.	101	Introduction to Psychology	3
	250	Community Psychology	3
Sociology	110	Introductory Sociology	3
	200	Social Problems	3
Speech Com.	102	Speech Communication Theory	2
	202	Speech Communication Practice	3
Math or Science General Studies Course			3

Criminal Justice Required Courses **18 sem. hrs.**

C.J.	100	Introduction to Criminal Justice	3
	101	Police Operations	3
	202	Principles of Criminal Law I	3
	206	Introduction to Corrections	3
	212	Abnormal Behavior and Crisis Intervention	3
	240	Adjudication Process	3

Criminal Justice Elective Courses **12 sem. hrs.**

C.J.	199	Special Topics	1-6
	201	Traffic Law Enforcement	3
	204	Police Defense Tactics	1
	205	Natural Resource Laws	3
	209	Firearms	3
	213	West Virginia Criminal Justice System	3
	215	Introduction to Private Security	3
	218	Police Administration	3
	220	Juvenile Justice Process	3
	236	Criminal Investigation	3
	246	Criminal Evidence and Procedure	3

Electives **3 sem. hrs.**

Emergency Medical Services

Fairmont State College does not currently offer a formal certification or degree program in Emergency Medical Services. However, the College does offer Emergency Medical Technician Basic and Paramedic courses. Upon successful completion of these courses, students are eligible to take the national registry of EMT's Examination for Certification. Refer to the course listing for Emergency Medical Services in the back of the Catalog.

Engineering Technology

These two-year programs prepare students for positions in industry in the occupational areas between the craftsman and the engineer, such as supervisors and technological and engineering assistants. The programs are excellent preparation for students who plan to work toward their baccalaureate degree.

As well as offering a concentration of courses in the technical fields, the curriculum includes general education courses with emphasis on acquiring skills necessary for job entry.

Architectural Engineering Technology (Associate of Science)

63 sem. hrs.

Required Courses

ARCH	130	Architectural History I	3
	160	Architectural History II	3
	210	Design I	4
	225	Architectural CADD	3
	250	Design II	4
Art	111	Art Fundamentals	3
CIV	210	Light Construction	4
CS	101	Applied Technical Programming	3
English	104	Written English	3
	108	Advanced Written English	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
MEC	100	Statics	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Speech Com.	102	Speech Communication Theory.	2
	202	Speech Communication Practice	3
		Arch. Drawing Elective	3
		Fine Arts Elective	2
		Social Science Elective	3

Civil Engineering Technology (TAC/ABET Accredited) (Associate of Science)

66 sem. hrs.

Required Courses

Chemistry	101	General Chemistry	4
CIV	200	Introduction to Surveying	3
	210	Light Construction	4
	220	Construction Materials and Methods	4
	230	Construction Estimating	3
	240	Construction, Land and Route Surveying	3
	275	Civil Engineering Graphics	3
	280	Environmental Engineering Technology I	3
	290	Introduction to Structures	3
CS	100	Introduction to EDP	3
DRF	270	Fundamentals of CAD	3
Economics	200	Introduction to Economics	3
English	104	Written English I	3
	108	Written English II	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
MEC	100	Statics	3
	200	Strength of Materials	4
Physical Science	103	Geology	2
Speech	102	Speech Communication Theory	2
TEC	290	Engineering Analysis I	4

Graphics Technology (Associate of Applied Science)

65 sem. hrs.

Common Core

48 sem. hrs.

CS	100	Introduction to EDP	3

DRF	100	Engineering Graphics	3
English	104	Written English I	3
	108	Written English II	3
GCT	100	Graphic Communications Processes	3
	150	Computer Applications to Graphics	3
	200	Introduction to Desktop Publishing	3
	210	Graphics-Methods and Materials	3
	225	Basic Photography	3
	230	Layout and Design	3
	250	Graphics Practicum	4
	280	Electronic Publishing	3
Math	107	Fundamental Concepts of Mathematics	3
Speech Com.	102	Speech Communication Theory.	2
	202	Speech Communication Practice	3
		Social Science Elective	3

Commercial Design Specialization **17 sem. hrs.**

Art	140	Art Structure and Applied Design I	3
	141	Art Structure and Applied Design II	3
	142	Drawing	3
	155	Theory of Art	2
	241	Drawing from Life	3
GCT	235	Layout and Design II	3

Electronic Publishing/Imaging Specialization **17 sem. hrs**

DRF	270	Fundamentals of CAD	3
GCT	235	Layout and Design II	3
	270	Screen Printing Techniques	3
	290	Electronic Art & Computer Imaging	3
Fine Arts		Fine Arts Elective	2
OADM	100	Microcomputer Keyboarding or	
	101	Beginning Typewriting/Keyboarding	3

Printing Production Specialization **17 sem. hrs.**

Fine Arts		Fine Arts Elective	2
GCT	255	Advanced Image Transfer	3
	265	Estimating and Cost Analysis	3
	270	Screen Printing Techniques	3
	275	Production (Offset, Screen Printing)	3
TEC	101	Introduction to Technology	3

Minor, B.A. and B.S. Degree **33 sem. hrs.**

Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	241	Drawing from Life	3
	363	Painting in Watercolor	3
GCT	100	Graphic Communication Processes	3
	150	Computer Applications to Graphics	3
	200	Introduction to Desktop Publishing	3
	210	Graphics - Methods and Materials	3

	225	Basic Photography	3
	230	Layout and Design I	3

Drafting/Design Engineering Technology (TAC/ABET Accredited) 67 sem. hrs.
(Associate of Applied Science)

Required Courses

CS	100	Introduction to EDP or	
	101	Applied Technical Programming	3
DRF	100	Engineering Graphics	3
	205	Technical Illustration	3
	215	Architectural Drafting	4
	225	Descriptive Geometry	3
	235	Technical Drafting	3
	245	Architectural Design	3
	255	Tool Design	4
	270	Fundamentals of CAD	3
Economics	200	Introduction to Economics	3
English	104	Written English I	3
	109	Technical Report Writing	3
MAT	100	Materials and Processes	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Speech Com.	102	Speech Communication Theory.	2
	202	Speech Communication Practice	3
TEC	290	Engineering Analysis I	4
Tec Elective			3

Electronics Engineering Technology (TAC/ABET Accredited) 68 sem. hrs.
(Associate of Science)

Required Courses

CS	101	Applied Technical Program	3
DRF	100	Engineering Graphics	3
Economics	200	Introduction to Economics	3
ELE	100	Circuit Analysis I	3
	200	Electronic Shop Practices	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	220	Linear Electronics	3
	230	Digital Electronics	3
	240	Industrial Electronics	3
	250	AC-DC Machinery and Controls	3
	260	Communication Systems	3
	270	Microcomputer Systems	3
	280	Programmable Controllers	3
English	104	Written English I	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4

Speech Com.	102	Speech Communication Theory.	2
TEC	290	Engineering Analysis I	4

Manufacturing Engineering Technology (Associate of Science) 66 sem. hrs.

Required Courses

Chem	101	Introduction to Chemistry	4
	102	Introduction to Chemistry	4
CS	101	Applied Tech. Programming	3
DRF	100	Engineering Graphics	3
	270	Fundamentals of CAD	3
English	104	Written English	3
	109	Tech. Report Writing	3
MAT	100	Materials & Processes	3
Math	101	Applied Tech. Math I	3
	102	Applied Tech. Math II	3
MFG	205	Engineering Economy	3
	210	Machine Shop	3
	260	Master Planning/Systems	3
	270	Inventory Management/MRP	3
	280	Production Activity Control/CRP	3
	285	Just-In-Time/Technologies	3
	290	Statistical Process Cont	3
	295	Methods Measurement	3
Psychology	101	Introduction to Psychology	3
	240	Statistics	4
SAF	201	Safety and Environmental Components of Industry	3

Mechanical Engineering Technology (TAC/ABET Accredited) (Associate of Science) 69 sem. hrs.

Required Courses

CS	101	Applied Technical Programming	3
DRF	100	Engineering Graphics	3
	235	Technical Drafting	3
	270	Fundamentals of CAD	3
Economics	200	Introduction to Economics	3
ELE	100	Circuit Analysis I	3
	250	AC-DC Machinery and Controls	3
English	104	Written English I	3
	109	Technical Report Writing	3
MAT	100	Materials and Processes	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
MEC	100	Statics	3
	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Speech Com.	102	Speech Communication Theory.	2
	202	Speech Communication Practice	3
TEC	290	Engineering Analysis I	4

Food Service Management

(Associate of Applied Science)

Culinary Arts/ Dietary Manager/Institutional Food Service Management

Preparation for supervisory or middle management positions in the fast-growing hospitality industry is provided by the two-year Food Service Management Degree.

Basic courses for the degree give knowledge of sanitation, equipment, food purchasing, food merchandising, quantity foods, and personnel management. Actual on- the-job and laboratory experience are important parts of the 64-hour degree program. This program will serve as a basic background for further study in Culinary Arts , Dietary Manager, and/or Institutional Food Service Management.

The program allows some flexibility for men and women who have been or are already employed in food service work to have appropriate credit waived. This degree will also offer opportunities for advancement that may not otherwise exist for food service workers.

Places of employment:

- Airlines
- Cafeterias
- Catering Organizations
- Clubs
- College-School Food Services
- Commercial Food Processing
- Fast Food Service Operations
- Hospitals
- Hotels, Motels
- Industrial food management
- Restaurants

Types of jobs:

- Chef's Assistants
- Cooks
- Food Directors
- Food Managers (Chain Operations)

Food Service Management **65 sem. hrs.**
Core Courses **45 sem. hrs.**

CS	100	Introduction to EDP	3
English	104	Written English I	3
	108	Written English II	3
FCS	201	Principles of Food Selection and Prep	3
	201L	Laboratory	0
	202	Meal Management	3
	202L	Laboratory	0
FSM	110	Nutrition	3
	219	Intro. to Food Service Industry	3
	220	Diet Therapy	3
	221	Food Service Equipment	3
	223	Quantity Foods	3
	227	Food and Beverage Merchandising	3
	228	Food Service Org. and Management	3
Management	308	Personnel Management	3
Psychology	101	Introduction to Psychology I	3
Sociology	110	Introductory Sociology	3

Culinary Arts Specialization **20 sem. hrs.**

FSM	109	Food Specialties-Garde Manger I	3
	120	Culinary Arts Apprentice I	3
	121	Culinary Arts Apprentice II	3
	209	Food Specialties-Garde Manger II	3

	225	Culinary Arts Apprentice III	3
	226	Culinary Arts Apprentice IV	3
Physical Sci.	102	Chemistry or	
	104	Physics	2

Dietary Manager Specialization — 20 sem. hrs

Chemistry	101	General Chemistry	4
FSM	270	Dietary Manager Apprentice I	4
	272	Dietary Manager Apprentice II	4
Electives		(See Suggested Electives)	8

Institutional Food Service Management Specialization — 20 sem.hrs.

Accounting	201	Principles of Accounting I	3
Business	102	Introduction to Business	3
FSM	224	Food Service Practicum	4
Physical Sci.	102	Chemistry or	
	104	Physics	2
Electives		(See Suggested Electives)	8

Suggested Electives:

Business	206	Business Law I	3
Economics	200	Economics	3
FCS	312	Consumer Economics	3
	315	Management in the Family	3
	318	Management Problems in the Family	2
Management	305	Small Business Management	3
Marketing	204	Marketing	3

Minor, B.A. and B.S. Degrees — 22 sem. hrs.

FCS	201	Principles of Food Selection and Prep.	3
	201L	Laboratory	0
FSM	110	Nutrition	3
	219	Intro. to Food Service Industry	3
	221	Food Service Equipment	3
	223	Quantity Foods	3
	224	Food Service Practicum	4
	227	Food & Beverage Merchandising	3

General Studies

(Associate of Arts)

The General Studies associate of arts degree is excellent for students who wish to complete a degree before planning a specific career objective. Some technical and professional occupations require applicants to have completed at least two years of college before entering their training programs. The General Studies degree will give students that background.

This degree also benefits those students who are undecided about a major and those who wish to improve their general education or update their skills. The courses follow the General Studies curriculum of the College.

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Prospects

Two-year degree needed for some technical and professional training programs.
Continuation or transfer into four-year degree programs.
Minimal college degree for those temporarily unable to complete a four-year program.
Background in a variety of liberal arts courses which may facilitate career selection.

General Studies — 64 sem. hrs.

Semester 1

English 104	3
Art 255 or Music 205 or Music 207 or Theatre 100	2
History or Social Science	3
Fitness and Wellness 100	2
Science	2-4
Math 107	3
	15-17

Semester 2

English 108	3
History or Social Science	3
Science	4
Electives	7
	17

Semester 3

English 220 and 221 or 230 and 231*	3
History or Social Science	3
Science**	2
Speech Communication Theory 102	2
Electives	8
	18

Semester 4

English 220, 221 or 230, 231	3
History or Social Science	3
Speech Communication Practice 202	3
General Studies Elective	3
Electives	4
	16

*The Literature courses must be taken in the same sequence: 220, 221 or 230, 231.
**If students select the Physical Science option, they will need two more hours during the third semester.
The History or Social Science and Science or Math requirements of this program must be fulfilled by courses that are listed in the General Studies requirements for the Bachelor of Science (B.S.) Degree.

Health Information Technology

(Associate of Applied Science)

The Health Information Technology Program is designed to prepare students to work as a health information technician in various health care facilities.

The health information technician is trained in all functions of health information systems including record assembly, analysis, abstracting, storage and retrieval, statistical reporting and analysis, transcription, legal aspects of health information with release of information, disease and operation coding and indexing including computer use and DRG assignments, requirements for licensure and accreditation, quality assessment, risk management and management.

In addition to the mastery of technical skills in word processing equipment, abstracting data to support quality assessment activities and support to various committees the technician will be prepared to accept the responsibility of supervising health information operations in a variety of health facilities.

The Health Information Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in cooperation with the American Health Information Management Association's Council on Accreditation. Graduates of the program are eligible to apply to write the accreditation examination of the American Health Information Management Association for the designation ART- Accredited Record Technician.

In order to continue in the program of Health Information Technology, a student must have an overall 2.0 average plus an overall 2.0 average in the following subjects: Allied Health 100, 102; Biology 170; all HIT courses. Failure to maintain this average results in dismissal from the program.

Withdrawal or failure in any HIT course results in dismissal from the program. Readmission will be based on reapplication and reacceptance.

Because only a limited number of students can be selected each year, applicants are advised to make application before January 31. Applications received after that date will be considered, but only on a "space available" basis. Individuals selected for the program will be notified before March 31. Admission is based on these factors: high school records, ACT/SAT scores and college GPA when applicable. One year of high school instruction in typewriting and/or word processing or a minimum proficiency skill of 35 words per minute is required for admission to the program. Proof of this proficiency may be demonstrated by submitting a statement from a former instructor at the time of application.

Places of Employment:	Types of Employment:
Hospitals	Health Information Clerk
Physicians Offices	Transcriptionist
Clinics	Supervisor
Health Agencies	Medical Audit/DRG Analyst
Supply Vendors	Coder

Health Information Technology **67 sem. hrs.**

Semester I

Allied Health	100	Medical Terminology	3
CS	100	Introduction to EDP	3
English	104	Written English I	3
HIT	104	Introduction to Health Information	3
	107	Storage Systems	3
Psychology	101	Introduction to Psychology	3
			18

Semester II

Biology	170	Anatomy and Physiology	4
English	108	Written English II	3
HIT	105	Computers in Health Care	3
	109	Health Care Statistics	3
	110	Legal Aspects of Health Information	3
Sociology	110	Introductory Sociology	3
			19

Semester III

Allied Health	102	Pathophysiology	3
HIT	200	Interpretation of Diagnostic Data	2
	202	Reimbursement Systems	3
	204	Quality Assurance/Utilization Review	3
	205	Classification Systems I	3
	206	Clinical Practicum I	4
			18

Semester IV

HIT	207	Health Information Supervision	5
	208	Clinical Practicum II	4
	209	Classification Systems II	3
			12

Information Processing

(Associate of Applied Science)

The Associate of Applied Science degree in Information Processing is designed to prepare men and women for full-time employment immediately upon completion of the two-year program. The degree provides hands-on skills in computing applications such as word processing, electronic spreadsheets, database management, and desktop publishing. In addition the program includes courses that reinforce basic communication skills and introduce basic accounting and management theory and principles.

The primary duties of a graduate of the Information Processing degree program include data entry in the form of characters and numbers, data processing, and preparation. Graduates will be expected to operate a microcomputer and navigate between different software application packages. Emphasis will be placed on critical thinking skills and the development of effective communication skills. Graduates will be prepared for various technology-intensive office occupations in a wide variety of organizations. The combination of technical competence and critical thinking ability will position the graduate for entry level as well as intermediate positions.

Information Processing **65 sem. hrs.**

Accounting	201	Principles of Accounting I	3
	202	Principles of Accounting II	3
Business	102	Introduction to Business	3
English	104	Written English I	3
	108	Written English II	3
IS	110	Microcomputer Operating Systems and Hardware	3
	210	Applied Business Programming	3
	220	Spreadsheet Design	3
	230	Information Systems	3
OAD	102	Intermediate Typewriting/Keyboarding	3
	230	Introduction to Word Processing	3
	232	Word Processing Applications	3
	233	Records Management and Database Applications	3
	250	Desktop Publishing	3
	251	Business Communications	3
	310	Supervising Office Systems Personnel	3
Math	107	Fundamental Concepts of Mathematics	3
Psychology	101	Introduction to Psychology	3
Speech Com.	102	Speech Communication Theory	2

	202	Speech Communication Practice	3
Electives			6

Medical Laboratory Technology

(Associate of Applied Science)

The Medical Laboratory Technology (MLT) Associate of Applied Science is an affiliated program between Fairmont State College and the following medical institutions: Fairmont Clinic; Fairmont General Hospital; Laboratory Corporation of America, Fairmont; United Hospital Center, Inc.,Clarksburg; Louis A. Johnson V.A. Medical Center, Clarksburg; Preston Memorial Hospital, Kingwood, and Stonewall Jackson Hospital, Weston.

In addition to general studies and a common core of Allied Health Science Courses 46 credit hours are required in clinical lecture and laboratory experience coordinated with a 12-month hospital-clinical laboratory rotation.

In order to continue in the Medical Laboratory Technology Program, a student must have an overall 2.0 average plus an overall 2.0 average in the following subjects: Chemistry 105 and 106, Biology 170 and 205, MLT 101, 102, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, and 216. The overall 2.0 average and 2.0 subject average will be checked at the completion of each semester. Failure to maintain this average will result in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

Withdrawal from MLT I0l or l02 or failure of MLT I0l or 102 results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

The MLT Program is designed in accordance with the standards and guidelines outlined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The MLT Program is accredited by NAACLS . Upon completion of the required curriculum, students are eligible for a national certifying examination.

Because only a limited number of students can be selected each year, applicants are advised to make application by January 31. Admission is based on these factors:

1. Meeting the general admission requirements of Fairmont State College.
2. Having successfully completed high school chemistry.
3. Submitting an application for admission, designating MLT as a major field of study; ACT scores, high school transcript or GED scores, and a college transcript (if applicable) to the Admissions Director by January 31 in order to be considered for the following academic year.
4. Having a strong math and science background.

Places of employment:
Hospitals
Clinics
Independent Laboratories
Physicians' offices
Public health agencies
Pharmaceutical firms
Research institutions

Types of jobs:
Medical laboratory analysis

Medical Laboratory Technology **76 sem. hrs.**

Semester I

English	104	Written English	3
Math	112	College Algebra	3
Chemistry	105	Chemical Principles	5
MLT	101	Introduction to MLT	3
Biology	170	Anatomy & Physiology	4
			18

Semester II

English	108	Advanced Written English	3

Chemistry	106	Chemical Principles	5
Biology	205	Technical Microbiology	4
Psychology	101	Introduction to Psychology I	3
MLT	102	Clinical Microscopy and Laboratory Instrumentation	3
			18

Summer I

(Classes alternate each summer)

MLT	210	Hematology	4

Summer II

MLT	213	Immunohematology	4

Semester III

MLT	202	Clinical Biochem. Lecture	4
MLT	203	Clin. Biochem. Practicum A	2
MLT	205	Clinical Microbio. Lecture	4
MLT	206	Clin. Microbio. Practicum A	2
MLT	211	Clinical Hematology Practicum A	2
MLT	214	Immunohematology Practicum A	2
			16

Semester IV

MLT	200	Clinical Serology Lecture	2
MLT	201	Clinical Serology Practicum	1
MLT	204	Clin. Biochem. Practicum B	2
MLT	207	Clin. Microbio. Practicum B	2
MLT	208	Clin. Mycology and Parasitology	2
MLT	209	Clin. Microscopy Practicum	1
MLT	212	Clin. Hematology Practicum B	2
MLT	215	Immunohematology Practicum B	2
MLT	216	Seminar	2
			16

Nursing

(Associate of Science)

The two-year Associate Degree Nursing Program is designed to prepare beginning technical practitioners of nursing to work in structured settings. The curriculum includes a balance of nursing and non-nursing courses. Learning experiences in the college and clinical laboratories are a vital component of the nursing courses. Students have the opportunity to apply nursing theory and skills in clinical settings which may include area hospitals, nursing homes, nearby clinics, schools and mental health facilities. Pre-planning time is required in clinical courses.

To be considered for admission into the nursing program, the applicant must:

1. Meet the general admission requirements of Fairmont State College.
2. Have successfully completed courses in Biology, Chemistry, and Algebra in high school or college.
3. Have a score of 19 or better on the math portion of the ACT or successful completion of DS 105.
4. Have a score of 17 or better on the English portion of the ACT or successfully completed DS 107. (Students who have completed English 104 are not required to take DS 107.)
5. Submit application for admission designating associate degree Nursing as a major field of study, official ACT or SAT scores, high school transcript or GED scores,

and college or LPN transcript (if applicable) to the Admissions Director by December 31 to be considered for the following academic year.

6. Submit a résumé to the Admissions Director if the candidate is not a recent high school graduate.

An impartial computerized scoring system is employed to rank applicants to the nursing program. ACT or SAT scores; high school or college grade point average or GED scores; grades in chemistry, biology, and algebra; and college courses completed that apply to the nursing degree (if applicable) are all considered in the evaluation process. Applicants who are not admitted must reapply if they wish to be considered for the next academic year.

To remain in the nursing program, a student must receive a grade of "C" or above in every nursing course and in every required support course. Failure to meet either of these requirements will result in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

To graduate from the nursing program, a student must have a grade of "C" or above in every nursing course and a cumulative 2.0 grade point average.

Graduates of the program are eligible to take the National Council Licensing Examination for licensure as a Registered Nurse. For licensure in West Virginia, candidates must meet the following legal requirements delineated in the West Virginia Code, Chapter 30, Article 7, Section 6 and 11. These requirements are:

1. Is of good moral character.
2. Has completed an approved four-year high school course of study or the equivalent thereof.
3. Has completed an accredited program of registered professional nursing education and holds a diploma of a school accredited by the board.
4. Has not been convicted of a felony or violated any standards listed in 30-7-11 of the WV Code for Registered Professional Nurses.

The nursing program is accredited by the West Virginia Board of Examiners for Registered Professional Nurses and the National League for Nursing. Associate Degree Nurses are qualified to work in hospitals, nursing homes, physicians' offices and clinics. Graduates may also continue in higher education toward Bachelor's and Master's degrees in nursing and related fields.

Model Schedule

Nursing **69 sem. hrs.**

First Term (Fall Semester)

English	104	Written English	3
Nursing	101	Fundamentals of Nursing	6
FSM	220	Diet Therapy	3
Biology	170	Anatomy and Physiology	4
			16

Second Term (Spring Semester)

Psychology	101	Introduction to Psychology I	3
Nursing	103	Medical-Surgical Nursing	8
Biology	205	Technical Microbiology	4
Allied Health	106	Introduction to Pharmacology	3
			18

Summer Session (5 weeks)

Nursing	201	Psychiatric Nursing	5
			5

Fourth Term (Fall Semester)

English	108	Written English	3

Sociology	110	Introduction to Sociology	3
Nursing	202	Medical-Surgical Nursing	8
	204	Trends in Nursing	2
			16

Fifth Term (Spring Semester)

Pol. Sci.	103	American Government	
Nursing	205	Maternity Nursing (8 weeks)	4
	206	Nursing of Children (8 weeks)	4
Elective		(Consent of Advisor)	3
			14

Articulation for Licensed Practical Nurses

Licensed Practical Nurses who are admitted to the Associate Degree Nursing Program may receive credit by examination or articulation for the following courses:

Nursing	101	Fundamentals of Nursing	6
FSM	220	Diet Therapy	3
AH	106	Introduction to Pharmacology	3
Biology	170	Anatomy and Physiology	4

Nursing 102-Transition for Licensed Practical Nurses is a one credit course required for the LPN receiving credit for Nursing 101.

Occupational Development

(Associate of Applied Science Degree)

Building and Contruction Trades	**64 sem. hrs.**
Child Care Practitioner	**65 sem. hrs.**
Correctional Officer	**68 sem. hrs.**
Fire Fighters	**63 sem. hrs.**
Food Service Specialist	**64 sem. hrs.**

The Associate of Applied Science degree program in Occupational Development involves a formal partnership between Fairmont Community and Technical College, the U.S. Department of Labor Bureau of Apprenticeship and Training, and labor unions. Apprentices who seek the A.A.S. in Occupational Development earn part of their college credits from designated classroom training and On-the-Job training that are required in their apprenticeship programs and other college credits through enrollment in courses at Fairmont Community and Technical College. These A.A.S. degrees require a total of 63-72 credits.

For additional information on the availability of Occupational Development Degrees and specific requirements, contact the Community and Technical College Office.

Office Specialist Certificate

A one-year certificate program that prepares a student for entry-level office work. Completion of this program allows a student to move into either the two-year Associate of Science Clerical or Secretarial program.

Required Courses **32-35 sem. hrs.**

23 sem. hrs.

OAD	102	Inter. Typewriting/Keyboarding	3
	211	Adv. Typewriting/Keyboarding	3

	230	Introduction to Word Processing	3
	233	Records Management and Database Applications	3
	240	General Office Procedures	3
	242	Directed Office Experience	2
	251	Business Communication	3
English	104	Written English I	3

In addition select ONE of the following:

CLERICAL 12 sem. hrs.

Bus.	102	Intro. to Business	3
	141	Business Mathematics	3
OAD	104	Introduction to Microcomputers	3
	204	Secretarial Accounting	3

SECRETARIAL 9 sem. hrs.

*OAD	104	Introduction to Microcomputers	3
	201	Shorthand Theory	3
	202	Shorthand I	3

*If a student has had previous shorthand training, office administration electives should be taken in lieu of beginning shorthand.

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Physical Therapist Assistant

(Associate of Applied Science)

The Physical Therapist Assistant (PTA) is a licensed health care provider who works within a physical therapy setting under the supervision of a Physical Therapist. The PTA assists in the practice of physical therapy by performing patient-related activities delegated by the Physical Therapist. These activities may include performing selected treatment procedures, observing, recording and reporting of patient responses, and other activities as directed. Career opportunities for PTAs can be found in hospitals, clinics, rehabilitation centers, nursing care facilities, offices of physical therapists in private practice, and in home health care.

Admission to the PTA program is competitive. Applicants must have at least at 2.0 grade point average; a score of 17 or higher on the English portion of the ACT or successful completion of DS 107 or English 104; and successful completion of biology, chemistry, and algebra in high school or college. A FSC application with PTA indicated as a major, official high school and college transcripts, and official ACT or SAT scores must be submitted to the Director of Admissions by January 31 to be considered for the next entering class.

To remain in the program, students must obtain at least a "C" in every class that is part of the PTA curriculum and pass every clinical assignment.

Following successful completion of the program, students are eligible to take the licensing examination. A license is required to work as a Physical Therapist Assistant.

Physical Therapist Assistant **72 sem. hrs.**

Fall Semester - First Year

Allied Health	100	Medical Terminology	3
Biology	170	Anatomy and Physiology	4
English	104	Written English I	3
Physical Science	104	Physics	2
Psychology	101	Introduction to Psychology I	3
PTA	100	Introduction to Physical Therapy	2
			17

Spring Semester - First Year

Allied Health	102	Pathophysiology of Disease	3
CS	100	Introduction to EDP	3
English	108	Written English II	3
Physical Education	313	Biomechanics	3
PTA	101	Psychological Aspects of Disability	2
	102	Physical Therapy Management	3
			17

Summer - First Term

PTA	103	Physical Therapist Assist. Techniques I	3
Speech Com.	102	Speech Communication Theory	2
			5

Summer - Second Term

PTA	104	Physical Therapist Assist. Techniques II	3
			3

Fall Semester - Second Year

PTA	200	Physical Therapist Assist. Techniques III	4
PTA	201	Physical Therapist Assist. Techniques IV	4
PTA	202	Physical Therapist Assist. Techniques V	4
Speech Com.	202	Speech Communication Practice	3
		Elective	2
			17

Spring Semester - Second Year

PTA	203	Physical Therapist Assistant Directed Practice I-IV	13
			13

Secretarial

(Associate of Science)

The two-year secretarial program provides entry-level training for students desiring secretarial or stenographic employment by preparing them to meet demands of current complex office procedures. Necessary basic skills, understanding and appreciation of business operations, decision-making, and personality development are studied in this associate degree program. Training is provided for specializations in medical, legal, and executive office procedures.

While the secretary's primary job is taking dictation and transcribing for one or more persons, he or she may also have other duties: typing records and filing; answering the phone and receiving callers; opening, reading, and routing mail; operating simple office machines; and composing routine letters. As the secretary improves basic skills, acquires experience and becomes thoroughly familiar with the boss' policies, as well as the business, he/she relieves the employer of routine duties and details, such as planning business trips, arranging appointments and meetings, keeping the calendar, running personal errands, handling personal mail, and even composing some of the correspondence, which requires a thorough knowledge of grammar, punctuation and spelling.

Places of employment:

- Business, legal, and medical offices
- Government agencies
- Insurance firms
- Banks
- Legal departments

Types of jobs:

- Stenographers
- Secretaries
- Executive Secretaries
- Clerical positions

Secretarial **64 sem. hrs.**

Business	102	Introduction to Business	3
	141	Business Mathematics	3
CS	100	Introduction to EDP	3
English	104	Written English	3
	109	Technical Report Writing	3
Management	214	Office Management	3
OAD	102	Intermediate Typewriting/Keyboarding	3
	202	Shorthand I	3
	204	Secretarial Accounting	3
	205	Shorthand II	3
	211	Advanced Typewriting/Keyboarding	3
	230	Introduction to Word Processing	3
	232	Word Processing Applications	3
	233	Records Management and Database Applications	3
	240	General Office Procedures	3
	242	Directed Office Experience	2
	250	Desktop Publishing	3
	251	Business Communications	3
Psychology	101	Introduction to Psychology I	3
Speech Com.	102	Speech Communication Theory	2
	202	Speech Communication Practice	3
Elective			3

The Secretarial Associate of Science Degree and the Clerical minor cannot be used to fulfill the minor requirements when the major is Office Administration.

Sign Language Interpreter

(Associate of Arts)

The Sign Language Interpreter Training Program incorporates educational interpreting, which is a profession that has grown in large part due to legislation. Public Law 94-142 made it possible, through the use of interpreters, for the deaf and hard of hearing children to attend their local schools with hearing peers. As a result, educational programs have become one of the largest employers of interpreters in the United States.

Sign Language Interpreters facilitate communication between deaf and hearing impaired people who can hear. The Interpreter is considered to be a bilingual/bicultural mediator in the communication exchange.

Interpreters are employed in a variety of settings depending on their education, experience, and areas of expertise. Possibilities include educational settings for deaf students (K-12 and post-secondary); medical settings such as hospitals, rehabilitation facilities, and mental health centers; legal settings such as police departments, attorney's offices and the court system; religious settings, and a variety of community events, meetings, theatres, conventions, concerts, and government settings.

Sign Language Interpreter **64 sem. hrs.**

Semester I

CS	100	Introduction to EDP	3
English	104	Written English I	3

SLI	100	Sign Language I	3
	101	Deaf Culture and History	2
	102	Introduction to Voice Interpreting I	2
Speech Com.	102	Speech Communication Theory	2
			15

Semester II

English	108	Written English II	3
Psychology	101	Introduction to Psychology	3
SLI	103	Sign Language II	3
	104	Fingerspelling Expressive	1
	105	Fingerspelling Receptive	1
	106	Voice Interpreting II	2
Speech Com.	103	Listening Skills	1
	202	Speech Communication Practice	3
			17

Semester III

English	330	General Semantics	3
SLI	201	Sign Language III	3
	202	Interpreting I	3
	203	Voice Interpreting III	3
Speech Com.	105	Voice & Diction	3
Social Science	110	Introductory Sociology	3
			17

Semester IV

SLI	204	Sign Language IV	3
	205	Interpreting II	3
	206	Practicum	3
	207	Interpreter Business Ethics	1
Speech Com.	215	Non-Verbal Communication	2
	361	Speaking for Business and Professional	3
			15

Technical Studies

(Associate of Applied Science)

The Associate of Applied Science degree program in Technical Studies is designed for employees participating in approved education and training programs sponsored by business, industry, labor, or government to earn a two-year degree. Existing eligible education and training programs or custom designed programs determine a specific course of study for each program. Students who seek the Technical Studies degree earn part of their college credits from designated classroom training programs and On-the-Job training. Additional credits are earned through courses at Fairmont State College. The Technical Studies degree requires a total of 64-72 credits. For additional information on the availability of Technical Studies Degrees and specific requirements, contact the Community and Technical College Office.

Wood Production Technology	66 sem. hrs.

Veterinary Technology

(Associate of Applied Science)

The Veterinary Technology Program trains individuals for a career as Veterinary Technicians (V.T.) in the very dynamic field of veterinary medicine. This is not a pre- veterinary medicine course of study. As assistants to veterinarians, V.T.s are involved in all aspects of animal health, disease, and welfare. Most graduates are employed in a private veterinary practice.

The most financially rewarding positions for V.T.s are in some aspects of Laboratory Animal Medicine. The V.T. Program, provides the opportunity to become certified as an Assistant Laboratory Animal Technician. Very productive careers are also available in diagnostic laboratories, pharmaceutical sales, biomedical research, theriogenology, herd health management, and government agencies.

The V.T. Program is a limited enrollment program, with a new class starting each fall. Applications should be received by the Director of Admissions by March 1. Individuals applying by this date and admitted to the program will be notified before April 15. Admission is based on high school records, ACT or SAT scores, prior experience, and prior college work (if applicable).

Part-time students are admitted to the program.

To continue in the V.T. Program, the student must meet the following standards:

a. Pass all courses required for the A.A.S. Degree.
b. In order to begin the preceptorship phase the student must have an overall grade point average (G.P.A.) of 2.0 plus complete the following clinic related courses with an overall 2.0 average: VT 113, VT 114, VT 116, VT 122, VT 125, VT 130, VT 210, Biology 170 and 205.
c. Continue to maintain the 2.0 G.P.A. overall and no less than a "C" grade in all V.T. courses.

Readmission to the program will be determined on an individual basis. This will be decided by the Admissions Committee on the basis of the qualifications of the student when compared to the other students applying for their particular class and on a space available standard. Students in good standing who withdraw from the program for unpredicted or uncontrollable reasons will be given priority consideration if they reapply.

Recommended Curriculum Schedule **76 sem. hrs.**

Fall Semester - First Year

English	104	Written English I	3
AH	100	Medical Terminology	3
Biology	170	Anatomy and Physiology	4
VT	113	Introduction to Veterinary Technology	3
VT	114	Breeds and Breeding	2
VT	130	Animal Parasitology	3
			18

Spring Semester - First Year

Biology	205	Technical Microbiology	4
CS	100	Introduction to EDP	3
VT	116	Clinical Procedures	5
VT	122	Treatment of Diseases	3
VT	210	Laboratory Animal Techniques I	3
			18

Summer (Both Terms)

English	108	Written English II	3
VT	271	Preceptorship I	4
			7

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Fall Semester - Second Year

Chem	101	General Chemistry	4
VT	212	Health Management of Farm Animals	3
VT	217	Clinical Laboratory Procedures	4
VT	222	Diseases of Domestic Animals	4
		General Studies Elective	3
			18

Spring Semester - Second Year

VT	219	Seminar	2
VT	272	Preceptorship II	12
			14

Courses of Instruction

Accounting

(School of Business and Economics)

201. Principles of Accounting I **three hours**

Fundamental accounting theory and procedures: Organization of accounts, the accounting cycle, working papers and the preparation of financial and operating statements for proprietorships.

202. Principles of Accounting II **three hours**

The second semester of this course is a further study of the accounting process as applied to various business organizations. The two semesters of this course are designed to give students an adequate understanding in the recording, classifying and summarizing of business transactions in order to proceed with the interpretation and analysis of accounting data. This course is a basic course for (1) accounting majors, (2) majors in other areas of business administration, and (3) those whose major interest is in economics, political science, law or other professional areas. PR: Accounting 201.

203. Accounting Practicum **three hours**

This course consists of the study of accounting job entry level skills as defined from a survey of typical employers. It includes the study of accounting considerations of starting a new business, initiation of an accounting system, payroll accounting, payroll tax reporting, consumer sales tax reporting, related income tax reporting and cash control. Microcomputer accounting application instruction is incorporated in this course. The student will be required to complete a micro-computer accounting application project. PR: Accounting 201 or equivalent.

204. Selected Financial Accounting Topics **three hours**

A survey of the theoretical and practical aspects of financial accounting. Valuation, analysis, and formal presentation of accounting data of the profit-directed entity will be the focus. PR: Accounting 202. This course is not open to Accounting Majors.

215. Managerial Accounting **three hours**

Managerial accounting course is designed to acquaint students with the use of accounting information for the purpose of managerial control and decision making. Concepts of cost, profit, and budgeting will be discussed and aspects of performance measurement and evaluation will also be covered. PR: Accounting 202. This course is not open to Accounting Majors.

216. Income Tax Procedures **three hours**

An introduction to the concepts of income taxation and the applications of these concepts through problem solving with the use of tax forms. PR: Accounting 202. May be used as an elective by Accounting Majors.

217. Concepts of Computerized Accounting **three hours**

Three hours lecture/lab time per week. This course is designed to reinforce topics presented in Principles of Accounting and to introduce the student to computerized accounting methods. Through hands-on computer work, the student will become familiar with accounting software and have the opportunity to work in greater depth with Principles of Accounting topics. PR: Accounting 202, OAD 100.

301. Intermediate Accounting I **three hours**

Primarily the study of general financial accounting theory as it relates to balance sheet items. Included is a brief review of the accounting cycle and income recognition theory. Current tax regulations are considered where applicable. PR: Accounting 202.

302. Intermediate Accounting II **three hours**

A continuation of 301 to include the study of corporate ownership equity and the analysis and interpretation of accounting data. PR: Accounting 301.

303. Accounting Internship **three hours**

The internship course is designed as a learning experience which requires the integration of accounting theory with actual job experience in an accounting, industrial, or governmental organization. The student must be enrolled in the four year accounting program. The employer is

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responsible for evaluating and reporting the development of the student. PR: Accounting 302.

330. Advanced Accounting I **three hours**

Includes accounting for special situations: partnerships, installment and consignment sales, home office-branch relationships, consolidations, and fund accounting. Attention is focused on the current AICPA position relative to these special accounting situations. PR: Accounting 302.

331. Advanced Accounting II **three hours**

A continuation of business 330; exploration of advanced accounting topics. PR: Accounting 330.

404. Cost Accounting **three hours**

The relationship of cost accounting to the performance of management's pursuit of company objectives is studied with four basic points of view in mind: (1) cost principle, (2) cost determination, (3) cost control and (4) cost analysis. PR: Accounting 302.

405. Auditing **three hours**

A study of the philosophy, environment, and procedures of auditing and the legal, social, and professional responsibilities of the auditor. PR: Accounting 302.

406. Federal Income Tax Accounting: Individual **three hours**

Preparation of income tax returns from the accounts of an individual; exclusions and inclusions for gross income, capital gains and losses, business expenses, and other deductions.

407. Federal Income Tax Accounting: Partnership and Corporation **three hours**

Continuation of 406, including preparation of income tax returns from accounts of partnerships, estates and trusts, and corporations. While previous accounting knowledge or experience will be helpful, no prior accounting training, knowledge, or experience is required. PR: Accounting 406.

410. Analytical Methods - Accounting **three hours**

This course is designed to provide stimulus for critical analysis of accounting, finance, and ethics problems. Emphasis is placed on research, organization of data, critical analysis, communication of conclusions, and presentation skills. Through case studies and spreadsheet modeling, students will enhance their analytical and problem-solving skills by formulating solutions to problems which are encountered in accounting environments. PR: Accounting 302, Business 230, Finance 201, or Consent of Instructor.

Allied Health

(School of Science and Mathematics)

100. Medical Terminology **three hours**

Designed to enable the student to recognize medical words from the Greek and Latin parts, to spell and pronounce medical words correctly and to use a medical dictionary intelligently. Fall and Spring Semesters.

102. Pathophysiology of Disease **three hours**

Study of the disease process, terminology and association with the body structure. Fall Semester.

106. Introduction to Pharmacology **three hours**

This course is designed to introduce the student to basic concepts of classification, action and implications related to the administration of medications. This course is required for nursing students. PR: Biology 170 or Licensed as a Practical Nurse.

199. Special Topics in Allied Health **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. As needed.

301. Health Care Organizations **three hours**

Organization, current legislation; roles and relationships of the health care professions are discussed in detail. Emphasis is placed upon roles of hospital management. Factors of comprehensive health care, hospitals, and extended care facilities. Responsibility of the health care agency regarding competent and responsible care of patients is defined. Organization patterns in health care agencies, as well as contributions of health professionals and paraprofessionals in meeting human needs will be emphasized. Fall Semester.

302. Management Problems of the Health Care Delivery System **three hours**

Fiscal, legal, supervisory having specific problems to health care facilities is discussed. Emphasis will be placed upon medical records and utilization review, as well as the role and limitations of the hospital in the health care system. Inadequate access of health care delivered to all Americans is discussed, with emphasis on the problems of poverty and the elderly regarding health delivery. PR: 301. Spring Semester.

341. Death and Dying **three hours**

This course analyzes the impact of complex social change on death, humanity's most enduring mystery and most powerful taboo. Included are the study of past circumstances and future possibilities; death and dying from a variety of perspectives including the individual, the family, and the society; examination from the perspectives of diverse academic disciplines, from history and sociology through medicine and psychology to literature and ethics. Also included are such controversial topics as life after death, care of the dying patient, funerals, and moral and ethical dilemmas. Fall and Spring Semesters.

372. Legal and Medical Ethics **three hours**

This course is designed to acquaint the student with the legal and ethical responsibilities of the administrator involved in health care. Emphasis would be placed upon legal issues as well as legal responsibilities and liabilities. PR: Consent of Instructor. Fall and Spring Semesters.

399. Special Topics in Allied Health Administration **one-six hours**

Studies in special selected topics in health administration and management are determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives. Arranged.

401. Allied Health Practicum and Seminar **three-seven hours**

Practical situations in relevant managerial programs will be available in various health care agencies such as nursing homes, hospitals, public health departments, mental health departments, and outpatient clinics will occur. The practicum will be adapted to the student's individual needs and career goal. Seminars will be held to present oral and written report of projects assigned by program coordinators and supervising agency. This experience will be supplemented with relevant planned field trips, guest lectures, and orientation lectures designed to enhance the activities of previous classroom instruction. Eight contact hours each week. PR: 301. As needed.

412. Veterinary Laws and Ethics **one hour**

The legal and ethical responsibilities of the business manager and other paraprofessionals of the veterinary profession are studied. PR: Upper class status. As needed.

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Art

(School of Fine Arts)

111. Art Fundamentals **three hours**

An introductory course to the elements/principles of design and the creative design process while exploring various media and techniques in two and three dimensional art forms.
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140. Art Structure and Applied Design **three hours**

Introductory course in the principles and elements of design applicable to various media and techniques used in studio problems.

141. Art Structure and Applied Design **three hours**

Further study of the principles and elements of design, techniques and media with emphasis on the individual's creative development.

142. Drawing **three hours**

The development of technical skills in the use of various media for a fundamental knowledge stressing observation, memory training, and composition. Fall semester only.

155. Theory of Art **two hours**

Aesthetics and its application to studio work, as well as the philosophy, psychology, components, sociology, history of art, and art criticism. Fall semester.

199. Special Topics in Art **one-twelve hours**

Studies in selected areas of specialization to be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree or certificate programs. Three hours maximum credit per semester. PR: Instructors consent.

241. Drawing from Life **three hours**

Drawing from the posed model accompanied by analytical studies of anatomy. PR: 142. Spring semester.

255. Art Appreciation **two hours**

Considers the social, historical, and intellectual backgrounds and modern developments in the history of art.

261. Painting **three hours**

An introductory course using acrylic paint, exploring techniques of paint application and painting supports, while painting from still-life and landscape. PR: 140, 141, 142 or instructor's consent.

262. Painting **three hours**

An introductory course using oil paint to explore techniques of paint application and painting supports while working from the live model. PR: 140, 141, 241 or instructor's consent.

278. Ancient and Medieval Art **three hours**

History of Art from prehistoric times to 1400 A.D. An analysis of the various artistic expressions resulting from the philosophic, religious and sociological conditions. Offered once every three semesters. PR: 155 or consent.

283. Modeling and Sculpture **three hours**

Introductory course using clay modeling, plaster, and metal sculpture.

284. Modeling and Sculpture **three hours**

Advanced work in various sculptural media: metal casting, carving, constructions, etc. PR: 283 or consent of the instructor.

341. Graphics **three hours**

Introduction to various techniques in printmaking as an artistic expression. PR: 142 or consent of instructor. Spring semester.

353. Elementary Art Education I **two hours**

Experiences and theory designed to prepare students to teach art on the kindergarten- primary level. Directed experiences in two and three dimensional media such as drawing, painting, poster, sculpture, and design using various media.

354. Elementary Art Education II **two hours**

The theories, philosophy, and methods of teaching art in elementary school. Experiences supplemented with references to the needs of students in teaching grades 5-8.

355. Problems in Teaching Art I **two hours**

The student will define what an art problem is, define the teachable aspects of art, examine what motivation is in art and in connection with particular art problems, and produce some art objects utilizing media and materials generally obtainable in and around most elementary schools.

356. Problems in Teaching Art II **two hours**

The student will define what an art problem on the secondary level is, examine how skill and success are related in studio art, utilize art historical example, examine how art and society are related, define what is teachable in art, and select specific art problems in conjunction with the particular age level and interests of secondary students.

361. Painting the Landscape **three hours**

Personal development in painting from the landscape with oil or acrylic paint. PR: 261, 262.

362. Painting the Figure **three hours**

Personal development in painting from the live model with oil or acrylic paint. PR: 261, 262 or instructor's consent.

363. Beginning Watercolor Painting **three hours**

Introductory course in the fundamental techniques of watercolor, while painting from still-lifes and landscape. PR: 140, 141, 142, 241, or instructor's consent.

364. Intermediate Watercolor Painting **three hours**

Continuation of 363 emphasizing advanced techniques and individual creative development. PR: 363 or instructor's consent.

377. Italian and Northern Renaissance Art **three hours**

History of painting, sculpture, architecture, and the minor arts in Italy, the Netherlands, Germany, Spain, France, and England from circa 1400 A.D. to the nineteenth century. PR: 155. Offered every three semesters.

378. Nineteenth Century and Contemporary Art **three hours**

History of art from the nineteenth century to the present with an analysis of art movement. PR: 155. Offered every three semesters.

383. Pottery **two-three hours**

Introduction to basic ceramic techniques; hand construction, potters wheel, glazing and kiln firing.

384. Pottery **two-three hours**

Advanced work in ceramic sculpture, wheel thrown ceramics, glaze theory, kiln firing, and kiln construction. PR: 383 or instructor's consent.

431. Methods and Materials in Teaching Art **three hours**

Planning and application of problems for junior and senior high schools. Coordinated with the Education Department and the public schools. Designed for students who are student teaching or for teachers in-service.

461. Advanced Landscape Painting **three hours**

Development of individual creative expression in oil or acrylic, working from the landscape. PR: 361 or instructor's consent.

462. Advanced Figure Painting **three hours**

Development of individual creative expression in oil or acrylic while working from the live model. PR: 362 or instructor's consent.

463. Studio in Painting **three hours**

An advanced painting class in oil or acrylic, designed for those students who intend to prepare a professional portfolio for graduate school. The student is expected to explore his/her creative abilities while experimenting and bringing together the landscape and figure into a series of large paintings for exhibition purposes. PR: Instructor's consent.

464. Studio in Pottery **three hours**

The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: 384.

465. Studio in Sculpture **three hours**

The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits.

467. Area Studies in Drawing & Painting one-four hours

468. Area Studies **one-four hours**

469. Area Studies **one-four hours**

A group of three courses intended to allow the student intensive or continued study in a particular area. These are elective courses and the consent of the instructor is required. A six-hour limit is imposed for each student. These courses are not eligible for substitution for required

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courses in the Art specialization. PR: Consent of instructor.

470. Senior Exhibit **one hour**

Required of all art majors during their senior year: to organize and present a formal gallery exhibition of works selected from their college work. Slides of this exhibition are to be retained in the Art Department's archives.

Biology

(School of Science and Mathematics)

101. Principles of Biology **four hours**

Introductory studies concerning the following areas: chemical and physical properties of the cell, genetics, and some attention given to ecological relationships. Three lectures and one two-hour laboratory per week. Not accepted toward fulfilling any biology degree requirements.

102. Biology of Organisms **four hours**

A study of plants and animals emphasizing basic life functions and their interrelationships to a changing environment. Three lectures and one two-hour laboratory per week. Not accepted toward any biology degree requirements. PR: Biology 101

170. Anatomy and Physiology **three-four hours**

Examination of the architecture of cells, tissues, organs, and organ systems relationships which interact in the process leading to the total function of the human being. This examination will include a detailed study of the digestive, respiratory, excretory, nervous, reproductive, and endocrine systems as well as their interactions. Three hours lecture and one two-hour lab per week. The course is designed for the Allied Health Programs and will not count as an elective toward any biology degree requirements. The three (3) hours option is open only to students in certain designated programs, who will not take the lab.

185. Principles of Zoology **four hours**

Introduction to the animal kingdom and to general principles applicable to Invertebrate and Vertebrate Zoology. Three lectures and one two-hour laboratory per week. PR: A score of 21 or better on the ACT Science Reasoning section or Biology 101 with a "C" or better.

190. Principles of Botany **four hours**

Three lectures and one two-hour laboratory each week. The first part of the semester is given to the study of the structures and functioning of the seed plant. The second part includes a survey of both lower and higher forms of plants with emphasis on reproductive structures. Basic to all other botany courses. PR: A score of 21 or better on the ACT Science Reasoning section or Biology 101 with a "C" or better.

199. Special Topics in Biology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Ornithology **three hours**

Lecture, field and laboratory studies on the anatomy, identification, migration, nesting and food habits of birds. Consideration is given to the economic, aesthetic and ecological significance. Two lectures and one two-hour field and/or laboratory periods per week.

201. Global Ecology **three hours**

This course is designed to introduce students to the patterns and processes of global ecology, including the causes and possible consequences of human activities on the earth biosphere. Among the topics covered are global warming, the continued loss of biodiversity, environmental degradation, acid rain, and overpopulation. Three lectures per week, PR: Biology 101 or by consent of advisor.

205. Technical Microbiology **four hours**

Designed for the Allied Health Programs to emphasize the history of microbiology, microbial morphology and structure; microbial growth and physiology; environmental effects on bacteria; inhibition and killing of bacteria; virulence, pathogenicity, and inevasiveness of microbes; modes of disease transmission; resistance and immunity; and techniques of isolation; handling, culturing, identifying bacteria and the inhibition of bacteria. Safety, cleanliness, and responsibility are taught in the laboratory. Three lectures and one two-hour lab per week. Biology 224 will not substitute for Biology 205 or vice versa.

210. Field Studies in Biology **three hours**

A survey stressing the taxonomy, distribution and ecology of representative animals, plants, and fungi. Special emphasis on collection, identification, land preservation of some of the more representative forms. One hour lecture and two two-hour laboratory or field work per week. PR: Biology 101, 102, or 103; or 185, 190.

215. Bio-Photography **two hours**

A course designed to familiarize students with the fundamentals of photography and its many applications in the field of biology, including photomicrography. Open to students who have an interest in both photography and biology. PR: 10 hours of biology courses.

220. Invertebrate Zoology **four hours**

Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of the invertebrate animals will be presented. This course is designed for biology majors, minors and pre-professionals. PR: Biology 185.

221. Vertebrate Zoology **four hours**

Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of vertebrate animals will be presented. PR: 185.

224. Microbiology **four hours**

Three lectures and one two-hour laboratory each week. The techniques of isolating and identifying bacteria are considered. Attention is given to the several types of disease- producing microorganisms and methods of control. This is a general course designed to give the student an understanding of the importance of microorganisms in the life of man. PR: Biology 190.

228. Algae, Fungi and Slime Molds **four hours**

The purpose of this course is to introduce the student to the photosynthetic prokaryotes and protists (algae), cellular and plasmodial slime molds, lichens, and fungi. Primary emphasis is placed on understanding the structural characteristics, evolutionary relationships, and ecological distribution of these three groups of organisms. The course consists of three lectures and one two-hour laboratory per week. PR: Biology 190.

229. Bryophytes and Vascular Plants **four hours**

The purpose of this course is to introduce the student to the bryophytes, seedless vascular plants, and seed plants. Primary emphasis is placed on understanding the structural characteristics, evolutionary relationships, and ecological distribution of these three groups of organisms. As such, the course represents a continuation of Biology 228, but it may be taken as an independent unit. This course consists of three lectures and one two-hour laboratory per week. PR: Biology 190.

243. Terrestrial Ecology **three hours**

Two lectures and one two-hour laboratory each week. This course constitutes a study of the relationships of organism to their environment. The edaphic, climatic, and biotic factors are given consideration. Human ecology and conservation are presented where pertinent. PR: Biology 101, 102 or 103; or 185, 190.

245. Aquatic Ecology **three hours**

An introductory study of aquatic environment concerning the physical, chemical, and biological conditions of water with emphasis on the ecological principles and techniques related to the environmental effects and biota. Two one-hour lectures and one two-hour laboratory per week. PR: Biology 101 and 102 or 103; or 185, 190.

285. Tropical Studies **three hours**

This course is designed to introduce students to the biota and ecology of the tropics, with special emphasis on tropical forest ecosystems. It consists of a series of introductory lectures and a week-long, intensive, field-oriented program of study in Costa Rica. Tuition does not include travel costs. PR: Consent of Instructor.

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300. Environmental Microbiology **four hours**

This course is designed to acquaint the student with the importance of microorganisms to humans and the environment. Included are the relationships of microorganisms and their interactions with both plant and animal communities including humans, the ecological parameters of microorganisms, the biogeochemical cycles and the applied aspects of the field of microbial ecology. Laboratory emphases will be on the isolation of bacteria, on the interactions of different microbial populations and studies of both qualitative and quantitative chemical changes in the natural ecosystem. Two lectures and two two-hour labs each week. PR: Biology 224.

305. Entomology **three hours**

One hour of lecture and two two-hour labs per week. Lecture, laboratory, and field studies on the anatomy, physiology, distribution, and identification of insects. Major emphasis will be placed on identification and economic importance.

310. Cell Biology **three hours**

An introductory course in cellular physiology emphasizing functions common to all living forms. The physical and chemical properties of protoplasm will be studied to show their relationship to structure, morphology, and development of cells and their significance in the life processes relating form and function. PR: Chemistry 101, 102 or Chemistry 105, 106.

320. Population Biology **three hours**

A study of life phenomena at the population level with emphasis on qualitative description and quantitative analysis of the characteristics of natural populations. Two one-hour lectures and one two-hour laboratory per week. PR: Biology 101 and 102, or 103; or 185, 190, or 243, or 245.

342. Mycology **four hours**

This course constitutes a study of the development, morphology and taxonomy of the fungi and familiarizes the student with the relationships of fungi to human affairs. Two lectures and two two-hour laboratories weekly. PR: Biology 190.

350. Comparative Anatomy of Vertebrates **four hours**

Two lectures and two two-hour laboratories each week. The anatomical similarities and differences among representative vertebrate animals will be presented. PR: Biology 221.

360. Biochemistry **three hours**

A study of the general principles of biochemistry including the metabolism of carbohydrates, proteins, and fats. Biosynthetic pathways, enzymatic mechanisms, biological oxidation, and other aspects of the subject are considered. PR: Chemistry 201, Biology 190, 221, and 310. (Chemistry majors and minors by consent.)

368. Animal Physiology **four hours**

This course is designed to give consideration to the physiological processes of animals, including integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Three lectures and one two-hour lab per week. PR: Biology 185 and 310.

370. Plant Physiology **four hours**

Two lectures and two two-hour laboratories each week. All of the physiological processes of plants are considered; ascent of sap, transpiration, food and biochemical synthesis, respiration, translocation, growth, and development. PR: Biology 190, and 310.

380. Genetics **four hours**

Introduction to molecular, population and human genetics: the principles of heredity, chemical nature, structure and function of genetic materials. Three hours lecture and one two-hour laboratory exercise per week. PR: Biology 185, 190, and 310.

390. Molecular Biology **four hours**

This course is a study of the molecular basis of genetic interactions and physiological processes in prokaryotic and eukaryotic organisms. Topics include the molecular nature of the gene and how it replicates, the genetic code, regulation of gene function, protein synthesis and molecular events of cell growth and regulation. Laboratories emphasize recent molecular techniques as well as advances in cloning and molecular genetics. Two hours lecture and two two-hour laboratories per week. PR: Biology 310, 380, Chemistry 201.

411. Histology **four hours**

Two lectures and two two-hour laboratory periods each week. An analysis of the arrangement of fundamental animal tissues to differentiate between cell types and to study their relationships to each other in the functioning organism. Also, this course will include histological technique to give the student an introduction to the preparation of animal tissues for study. PR: Biology 221 or 350.

420. Vertebrate Embryology **four hours**

Two lectures and two two-hour laboratories each week. This course offers an introductory study of the developments of the vertebrates. Emphasis of study is chiefly upon the frog, chick, and pig. PR: Biology 221 or 350.

430. Plant Taxonomy **three hours**

Systematic survey of vascular plants with emphasis on family characteristics, identification, terminology, and general evolutionary relationships. Two lectures and one two-hour laboratory per week. PR: Biology 229 or consent of instructor.

475. Research Methods in Biology **three hours**

This course is an introduction to the methods used in collecting, analyzing, and reporting biological data. Two lectures and one two-hour laboratory each week. PR: 20 hours of biological courses and consent.

495. Problems in Biological Sciences **two hours**

This course is designed for students who have interest in a specific problem in biology. It should not be used as a means of meeting requirements but rather as a research course that goes beyond the usual courses in developing the student. PR: 20 hours of biological courses and consent.

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Business Administration

(School of Business and Economics)

102. Introduction to Business **three hours**

This entry-level course helps the student when choosing a major. The course is a survey of the various fields of business designed to acquaint the student with the basic principles, practices, and employment opportunities of each field. Juniors and seniors in any four-year Business and Economics School's majors are not permitted to take this class unless it is specifically required in the major. It does not meet the requirements for a Business elective.

141. Business Mathematics **three hours**

This course is designed to provide knowledge and skill in the computation of the practical problems of business. The course content is an introduction to procedures in the fields of accounting, business finance, marketing, and related business subjects. This course does not meet the General Studies math requirement. Juniors and seniors in any four-year Business and Economics major are not permitted to take this class unless it is specifically required in the major.

199. Special Topics in Business **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

206. Business Law I **three hours**

A study of the nature and function of our legal system, courts, and procedures, including the law of contracts and sales.

207. Business Law II **three hours**

Continuation of 206. Substantive law of corporation, commercial papers, agency, partnership, and the legal basis of property as applied to business situations. Business 207 will not satisfy three hours requirement in the teaching fields in Business Education. PR: Bus. 206.

230. Microcomputer Applications in Business **three hours**

This course will afford students the opportunity to improve their skills in the area of business applications software. No programming will be involved. Software programs to be addressed will reflect those most commonly used in the business community. PR: CS 100.

280. Empowering Leadership **three hours**

The purpose of this course is to help prepare students to assume increasingly responsible leadership roles of empowerment in their personal, professional, and academic lives. This interdisciplinary, student-centered course focuses not only on significant theories of empowering leadership and their applicability to leaders of the past and present, but also includes substantial hands-on, experiential learning opportunities in which students practice empowering leadership. The course is also a General Studies elective in the following areas: Education, English, Social Science, and Technology.

310. Statistics **three hours**

The course includes computation of statistical measurements, methods of collecting and analyzing data, and the interpreting of results.

320. International Business **three hours**

This course is an introductory course to international business, designed to expose students to the nature of international business and the cultural, social, political, economic and technological forces that make up its environment. The importance of international trade and organizations, as well as the international monetary system and their impact on businesses, current international business developments, projected long-term global trends, unique opportunities, problems, ethical issues, characteristics and demands facing entrepreneurs and business personnel engaged in international business will be studied.

340. Advanced Business Law for Managers **three hours**

Survey of legal problems encountered by finance executives, certified public accountants, and entrepreneurs, including secured transactions, bankruptcy, partnership, corporations, contracts, anti-trust, and SEC law. PR: Business 206, 207, or Consent of Instructor.

399. Special Topics in Business **one-six hours**

Advanced studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree programs.

408. Business Internship **three hours**

The internship places students in consulting situations which will significantly broaden their understanding of accounting, marketing, or management. Interested students will be exposed to business problems, but outside the normal classroom environment. The nature of the student's work must require analytical problem solving, or other creative skills. An internship should require approximately 12-15 weeks. All interested students must first obtain a faculty member's written endorsement before being eligible for the internship. PR: 17 hours of Business and/or Economics.

412. Applied Business Research **three hours**

This course will introduce students to research design and methodology and the analysis and application of information derived from business research activities. Specific areas of research will include marketing, personnel, sales management, and related business topics. PR: Business 310.

415. Strategic Management and Policy **three hours**

This course is designed to allow the student to integrate the concepts and principles offered in the various disciplines of study within the School of Business and Economics. Through the process of case analysis, students will enhance their analytic and problem-solving skills by formulating the policies and strategies that are used in modern business organizations. PR: Accounting 201, 202; Finance 201; Management 209; Marketing 204; and Senior Standing.

420. Business and Society **three hours**

A course designed to develop in the student an appreciation of the societal and ethical issues facing businesses and managers today and to examine the influence these issues have on management decisions. PR: Econ. 202, Bus. 207, Jr. standing, or permission of the instructor. Students must be enrolled in a B.S. in Business Administration major.

450. Practicum **three-twelve hours**

A work internship in one of the state departments where the student's work experience will be in the area of business. Earned hours may count as electives only for major and minor field requirements.

*Business Education

(School of Business and Economics)

199. Special Topics in Business **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

431. Methods and Materials in Teaching Business Education **three hours**

This course addresses teaching strategies for communication-related, computation- related, information-processing and basic business skills. A brief overview of business education at all levels and the professional role of the business teacher are addressed. Fall Semester Only.

*Note: For other courses related to this subject matter area, refer to the section entitled Office Administration.

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Chemistry

(School of Science and Mathematics)

101. General Chemistry **four hours**

This course is a study of the theoretical concepts needed to understand typical chemistry phenomena. The concepts include the nature of science, matter and measurements, the stoichiometry of chemical reactions, solutions and the calculation of concentration, energy relationships in chemistry, modern atomic theory, chemical bonding and molecular structure, and the classification of reactions. Three lectures and one three-hour laboratory per week. PR: One year of high school algebra and a ACT Math score of 19 or Developmental Skills 105.

102. General Chemistry **four hours**

This course is an extension of Chemistry 101. It covers acid-base theory, chemical equilibrium, oxidation-reduction, and an introduction to organic chemistry which includes the various classes of organic compounds, their nomenclature, structure, properties and reactions. The synthesis of polymers and their uses are included. The course consists of three hours lecture and one three-hour laboratory per week. PR: Chemistry 101.

105. Chemical Principles **five hours**

This course and the following one, Chemistry 106, constitute a study of inorganic and elementary physical chemistry based on the topics stoichiometry, atomic and molecular structure, periodic properties, phase relations, solution chemistry, chemical equilibrium, kinetics, electrochemistry, and nuclear chemistry. Four lectures and one three-hour laboratory per week. PR: One year of high school algebra and an ACT Math score of 20 or Chemistry 101 with a grade of "C" or better.

106. Chemical Principles **five hours**

Three lectures will complete the coverage of the material listed above for Chemistry 105. Four lectures and one three-hour laboratory per week. PR: Chemistry 105.

199. Special Topics in Chemistry **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

201. Organic Chemistry **four hours**

This course is a systematic study of organic chemistry with emphasis on kinetic behavior, reaction mechanisms and structural relationships. It includes the study of all major classes of organic compounds and functional groups. The course consists of three hours lecture and one three-hour laboratory per week. PR: Chemistry 106.

202. Organic Chemistry **four hours**

This course is a continuation of Chemistry 201 and consists of three hours lecture and one three-hour laboratory per week. PR: Chemistry 201.

205. Analytical Chemistry **four hours**

Two lectures and two three-hour laboratories. Classical methods of chemical analysis with emphasis on quantitative techniques. Also includes theory of acid-base, precipitation, and oxidation methods, molecular structure, and an introduction to electrochemistry. PR: Chemistry 106.

208. Introduction to Organic Analysis **two hours**

This course consists of one two-hour period per week and is intended for chemistry majors seeking the B.S. degree. The course content will focus on generating and/or interpreting data from the following instruments; IR, UV, NMR. Additional techniques include mass spectrophotometry and gas chromatography. PR: Chemistry 201.

301. Physical Chemistry **four hours**

This course consists of a rigorous treatment of chemical kinetics and thermodynamics based on calculus and physics. The application of partial differentiation and mathematical software to chemical problems is specifically addressed during this course. The course consists of four lecture hours per week. PR: Chemistry 201, 205, Physics 102 or 106, Math 190. CR: Chemistry 321.

302. Physical Chemistry **four hours**

This course deals with the development of quantum chemistry. Elements of linear algebra, differential equations, and mathematical software will be applied to chemical problems. The course consists of four lecture hours per week. PR: Chemistry 202, 208, 301, Math 315. CR: Chemistry 322.

321. Advanced Integrated Laboratory I **one hour**

This is the first in a four-semester sequence of laboratory courses that provides a capstone experience for chemistry majors. During the sequence, students learn to integrate the skills required of practicing chemical professionals. They synthesize and characterize organic and inorganic compounds, learn the use, design and limitations of modern computer-controlled chemical instrumentation, study spectroscopy, reaction rates and chemical equilibria, and perform computations on chemical systems. As the sequence of laboratories progresses, students become increasingly responsible for independent design of experimental procedures. Written and oral communication skills are also stressed throughout the sequence. The course consists of three laboratory hours per week. PR: Chemistry 201. PR or CR: Chemistry 205, 301.

322. Advanced Integrated Laboratory II **one hour**

This course is a continuation of Chemistry 321. The course consists of three laboratory hours per week. PR: Chemistry 208, 321. CR: Chemistry 302.

401. Independent Study and Research **one-threehours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

402. Independent Study and Research **one-three hours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

403. Independent Study and Research **one-three hours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

415. Instrumental Analysis **three hours**

This course focuses on the theory behind instrument design for spectroscopic, chromatographic, and electrochemical methods of analysis. The course consists of three hours of lecture per week. PR: Chemistry 302. CR: Chemistry 471

430. Advances in Modern Chemistry **three hours**

This course will be an advanced class on current topics in the field of chemistry. It will cover a wide range of subjects including analytical, organic, inorganic and physical chemistry. A textbook will not be required for this course; instead, it will be based on recent journal articles. The primary journal source will be Accounts of Chemical Research. The course consists of three hours lecture per week. PR: Chemistry 302.

440. Advanced Organic Chemistry **three hours**

This course consists of an advanced study of organic reaction mechanisms and organic syntheses. The course consists of three lecture hours per week. PR: Chemistry 302.

450. Advanced Inorganic Chemistry **three hours**

This course consists of an advanced study of inorganic reactions, coordination compounds, and theories based on quantum mechanical principles. The course consists of three lecture hours per week. PR: Chemistry 302, 415. CR: Chemistry 472.

460. Seminar **one hour**

Each chemistry major should register for seminar one semester, preferably during his/her senior year. PR: Consent of Instructor.

471. Advanced Integrated Laboratory III **one hour**

This course is a continuation of Chemistry 322. The course consists of three laboratory hours per week. PR: Chemistry 322. CR: Chemistry 415.

472. Advanced Integrated Laboratory IV **one hour**

This course is a continuation of Chemistry 471. The course consists of three laboratory hours per week. PR: Chemistry 471. CR: Chemistry 450.

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Computer Science

(School of Science and Mathematics)

100. Introduction to Electronic Data Processing **three hours**

Three hours lecture and discussion per week. This course will provide an introduction for the major and minor in Electronic Data Processing as well as a familiarization course for those students not continuing in the field. The course will cover the nature of data processing with an emphasis on EDP systems. Students will be introduced to the steps in data processing, computer hardware, programming languages, computer software, and data processing applications. Skill in computer programming with the language "BASIC" will be developed.

101. Applied Technical Programming **three hours**

This course will provide an introduction to the BASIC programming language as well as familiarity with microcomputer hardware and operating system commands. Several short programming projects will be assigned. The emphasis of the projects will be technological applications. This course may not be substituted for either CS 100 or CS 102. PR: Math 101.

102. Principles of Programming I **three hours**

This course provides a study of the foundations of computer programming. Students are introduced to the basic data types, expression evaluation, variables and symbol tables, structured (GOTO-less) programming logic, procedures and functions. Elementary file processing is introduced. Projects using the language PASCAL will be assigned to exemplify these concepts and to give students experience using an editor and a compiled language. Because of its demanding character, this course is recommended primarily for CS majors or minors and for persons wishing to satisfy Graduate School entry requirements.

103. FORTRAN Programming **four hours**

This course provides an introduction to FORTRAN 77 including I/O statements, looping, arrays and subroutines. Programming projects are assigned to give the student practical experience in program development. Applications involve both file processing and numerical computation. PR: CS 102.

104. COBOL Programming I **four hours**

This is an introductory course for the major business programming language. Students learn the COBOL language organization and are given practice in planning, writing, and processing COBOL programs. The COBOL language requires the development of a complete understanding of data, records, and files. PR: CS 102.

106. Microcomputer DOS Usage **three hours**

This course provides students with an understanding of a DOS for a personal computer.

Topics covered include both basic and intermediate DOS commands, subdirectories, redirection of I/O and batch files. Use of utility programs is also discussed. Flexibility and an understanding of concepts are emphasized. No prior knowledge of DOS is assumed.

108. Principles of Programming II **four hours**

This course is a continuation of CS-102. Structured data types including record structures, files, queues, stacks, and linked lists are covered in this course. Methods of manipulating those structures including sorting, searching, and file processing are covered. Programming projects are assigned to illustrate usage of these structures. PR: CS-102.

120. Educational Microcomputing **three hours**

This course consists of an overview of microcomputers illustrating how and why they are used in public school systems. Instructional software packages will acquaint students with the software packages applicable to the educational environment. Skill in computer programming using an appropriate language for microcomputers will be developed.

199. Special Topics in Electronic Data Processing **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

201. Assembler Programming **four hours**

This course develops an understanding and skill in computer programming at the assembler level. The key objective is for students to become familiar with the internal operation of the computer. Topics covered include data representation, assembler instructions and their machine language representation, stack operation, and subroutine calling conventions. Programming projects are assigned to exemplify the topics covered. PR: CS-108 and a grade of "C" or better in Math 115.

204. COBOL Programming II **four hours**

This is an advanced course in application programming using the COBOL language. The course includes table handling, sorting, the report writer, file updating, video forms design, and other advanced topics. PR: A grade of "C" or better in CS 104.

208. Programming in C **four hours**

This course provides an introduction to the C programming language. Input/Output statements, selection and repetition structures, Arrays, Pointers, Functions, File processing, and the C preprocessor are among the topics covered in this course. Appropriate programming projects are assigned to illustrate these topics and to provide the student with a working knowledge of C. PR: CS 108.

220. Business Systems **three hours**

Students in this course are introduced to the analysis and design of computerized systems for handling the data processing requirements of a typical business. Topics discussed include information flow, file design, systems integration, system security and controls. Students are required to write portions of the system specifications for an exemplary business application. PR: CS 108, CS 104.

250. Programming Languages **three hours**

The syntax and structure common to various programming languages are studied in this course. In addition, short programs are assigned in each of several languages. Experience with command languages and batch files for operating systems is also provided. PR: CS-108.

260. Microcomputer Programming **three hours**

This course covers those aspects of programming unique to microcomputers including storage constraints, execution speed constraints, full screen data entry, and keyboard control. Programming projects are assigned to exemplify topics covered. PR: CS-201.

300. Computer Graphics **three hours**

This course provides an overview of interactive graphics programming. Topics include the design of a simple graphics package, interactive devices and techniques, geometrical transformations, and viewing in three dimensions. Representation of three dimensional shapes is also developed. PR: Math 190, CS-208.

302. Data Structures **four hours**

The more complex data structures including trees, balanced trees, and hashing functions are covered in this course. Other topics include recursion, advanced sorting and searching algorithms, and analysis and comparison of algorithms. Projects are assigned to illustrate usage of these structures. PR: CS-201.

305. Student Consulting **one hour**

The student consultant will provide program consulting for students enrolled in introductory computer classes. This service will be performed in the computer terminal room of the Computer Center Lab for three hours each week of the semester. The service will be restricted to assistance with terminal operation and programming problems that involve system software, language syntax, or interpretation of diagnostic messages. PR: Departmental consent.

308. Compiler Construction **four hours**

This course provides an understanding of the anatomy of a typical compiler. Symbol tables, parsing, expression evaluation, and compilation of control structures are covered. Students will write a small compiler as an assigned project. PR: CS-302.

410. Data Base Management **four hours**

The primary emphasis of this course is creation of a program which implements a query language. The project includes subroutines for scanning, manipulating a data dictionary, and performing queries and updates. Familiarity with data base terminology is also developed. PR: CS-302.

420. Selected Advanced Topics **four hours**

Current topics of interest in computer science are addressed in this course. The topic to be covered will be selected by the instructor and approved by the School's chairman. PR: CS-302.

421. Computer Science Special Project **four hours**

Each student enrolled in this course will independently develop a project under supervision of the instructor. The project will be a practical application of computer science. The student and instructor will agree on the nature of the project necessary to satisfy the course requirement. PR: Consent of instructor.

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Criminal Justice

(School of Social Science)

100. Introduction to Criminal Justice **three hours**

This course introduces the student to the three principal components of the criminal justice system: law enforcement, judiciary, and corrections. It will examine the history, structure, functions, and issues of each component, and introduce the student to the measurement of crime, criminological theories, criminal law, justice perspectives, and the juvenile justice system.

101. Police Operations **three hours**

The student will be introduced to the day-to day duties of a police officer. Emphasis will be placed on community and human relations, patrol and traffic functions, order maintenance, report writing, investigations, communications, interviewing, search and seizure, and arrest. Police stress and survival skills will also be discussed.

199. Special Topics in Criminal Justice **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. PR: CJ 100.

201. Traffic Law Enforcement **three hours**

The role of the police officer in traffic control and enforcement is examined in detail. Among the topics studies will be West Virginia traffic law, accident investigation and reconstruction, traffic education, and the interrelations of local, state, and federal agencies responsible for traffic functions. PR: CJ 100.

202. Principles of Criminal Law I **three hours**

Structure, definitions and interpretations of criminal statutes of particular interest. The scope, purpose, and definition of the criminal law in general, including the study of crimes against the person, property, and other offenses.

204. Police Defense Tactics **one hour**

The student will be exposed to the methods of physical protection, including the techniques of baton use, disarmament, and defense techniques.

205. Natural Resources Laws **three hours**

A study of the State Natural Resources Laws dealing with the objectives of the Department of Natural Resources, the meaning of these various laws and regulations and the authority granted officers in their enforcement. PR: CJ 100.

206. Introduction to Corrections **three hours**

A survey of the current correctional process in America which includes the origin and legal procedures of the present system and the effects of the system on the individuals well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Emphasis is also given to the administration of the adult and juvenile institutions and the alternatives and future of the present system.

209. Firearms **three hours**

This course addresses safety precautions, legal provisions, moral aspects, principles of decision shooting, and restrictions in the use of firearms. Nomenclature and the firing process of the sidearm and shotgun will be demonstrated. PR: CJ 100.

212. Abnormal Behavior and Crisis Intervention **three hours**

A study of the recognition and handling of abnormal persons with emphasis on those mental conditions most encountered by the criminal justice practitioner. Methods of crisis intervention, basic conflict management, and referral and diversion will also be discussed. PR: CJ 100.

213. West Virginia Criminal Justice System **three hours**

This course introduces the student to the agencies that form the state criminal justice system. Topics include law enforcement agencies, criminal courts, correction facilities and juvenile justice institutions. PR: CJ 100.

215. Introduction to Private Security **three hours**

Students will be introduced to the private security industry. The course will analyze the evolution, philosophy, responsibilities, and functions of private security. It will include risk management, occupational safety and health, public relations, and loss prevention measures. The student will examine similarities and differences between private security and public policing. PR: CJ 100.

218. Police Administration **three hours**

This course is a survey of public police administration and includes political influences and controls, principles of leadership, interpersonal and organizational communication, human resource management, labor relations, information systems and applications, planning and decision making, financial management, measurement of productivity, and organizational change. PR: CJ 101.

220. Juvenile Justice Process **three hours**

Definitions of delinquent behavior; contributing social problems; adolescence as a subculture; the adjudication process for juveniles - philosophy and practice; treatment procedures. PR: CJ 100.

236. Criminal Investigation **three hours**

This course will survey the fundamental techniques of criminal investigation. Students will be exposed to the history of criminal investigation and criminalistics, interviewing and interrogation, physical evidence, crime scene procedures, crime analysis, investigation techniques, report writing and case preparation, and courtroom testimony. PR: CJ 100.

240. Adjudication Process **three hours**

Role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees. PR: CJ 100.

246. Criminal Evidence and Procedures **three hours**

Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment; origin, development, philosophy, constitutional basis of evidence, kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; focus upon the case study approach. PR: CJ 100.

300. Criminalistics **three hours**

Students will study the scientific approach to collecting and analyzing physical evidence. The course will expose the student to the procedures of searching and processing crime scenes for fingerprints, body fluids, glass, fibers, tool marks, ballistics, footprints, and tire impressions. The student will be instructed in the proper methods of preserving and shipping criminal evidence for analysis, the various laboratory techniques used in analyzing criminal evidence, and how expert witness testimony is prepared and presented in court. PR: CJ 236.

303. West Virginia Criminal Procedures **three hours**

This course introduces the student to state rules and laws of procedure that are used to prosecute criminal defendants. Topics include rules and laws for prosecution in municipal, magistrate and circuit courts. PR: CJ 240.

316. Community Relations & Ethics **three hours**

This course is an analysis of the relationship between criminal justice agencies and the public, and an analysis of professional ethics in the performance of public duties. The course will address problems in citizen relations; treatment of victims, witnesses, and jurors; citizen involvement in the criminal justice process; and resources related to community programming. The student will review corruption, illegal activities, and issues of ethics among criminal justice employees. PR: CJ 100, 206.

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320. Criminology **three hours**

The study of deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies. PR: CJ 100.

335. Analysis of Police Operations **three hours**

This is a seminar in major police issues. The topics will vary according to the interests of the instructor and students but will consist of current issues in police operations. Topics may include officer selection and promotion processes, academy and field training, corruption and brutality, minorities and women in police work, crime prevention, community relations, and community policing. The focus will be on determining practical and effective policies and procedures. PR: CJ 101.

340. Laws of Arrest, Search & Seizure **three hours**

This course will deal with constitutional law relating to the police function. Focus will be on the Fourth, Fifth, Sixth, and Fourteenth Amendments, which include reasonable suspicion and probable cause, warrant requirements and exceptions, field stops and interviews, interrogations, right to counsel, pretrial identifications, the exclusionary rule, and due process. There will be detailed discussion on the reasons for constitutional protections to engender an understanding of and respect for the rights of all people involved in the criminal justice process. PR: 100, 101.

350. Group Techniques **three hours**

The course is designed to instruct the student in the principles of group interactions. This information will directly apply to groups within a prison population with specific information regarding a variety of criminal personalities. PR: 212.

355. Analysis of Correctional Operations **three hours**

Problems of management of the correctional process; programming, security, information systems, reports, case management, evaluation progress; custody and discipline as they relate to rehabilitative efforts; community adjustment facilities; problems of probation and parole. PR: CJ 206.

360. Community-Based Corrections **three hours**

This course is designed to instruct the student in the study of diversion, pretrial release programs, probation, restitution, community service programs, temporary release programs, halfway houses and parole. Emphasis will be placed upon special problems and needs of females, juveniles and drug-and-alcohol-abusing offenders. The preparation of the pre-sentence investigation report will also be covered. PR: 206.

365. Licit and Illicit Drugs **three hours**

This course is designed to instruct the student in the understanding of street drugs and their effects on the individual. The student will also be instructed in the specialized techniques in the drug investigation as well as the legislation that applies directly to the defenses. PR: 100.

399. Special Issues in Criminal Justice **three-nine hours**

Forum for special course offerings focusing upon special issues in criminal justice by visiting instructors or regular faculty.

401. Independent Study **one-six hours**

Students involved in this course will conduct surveys and applied research projects as approved and supervised by a Criminal Justice faculty member. PR: Junior or Senior status.

405. Terrorism **three hours**

A course designed to give the student an understanding of the problem of terrorism and political violence. The course will define terrorism; examine its origins, characteristics, nature and trends; analyze in detail various terrorist organizations, and address selected problems in the response to terrorism. (Credit in Criminal Justice or Political Science)

410. Research in Criminal Justice **three hours**

Interaction of theory, research, and practice in the criminal justice process; purposes and limits of research; introduction to research design, data collection, analytic techniques, data processing resources, and preparation of research reports. PR: Junior or Senior status.

411. Field Practicum **three-twelve hours**

A supervised professional study conducted in the criminal justice field setting. PR: Junior or Senior status and a 2.5 GPA.

415. Community Policing **three hours**

The student will be provided a detailed analysis of community policing, which is the dominant philosophy for providing police services in the twenty-first century. The course will include the history of community policing, definitions of "community", current strategies for the implementation of this philosophy, and the impact community policing will have on crime, disorder, and fear. Also included in the course will be a thorough description of the totally new role of a police officer as a Community Policing Officer and the requirements to be successful. PR: CJ 101, Junior or Senior status.

425. Evaluation of the Criminal Justice System **three hours**

This is the capstone seminar in criminal justice with a focus on policy analysis. It will examine controversial criminal justice issues. Topics of study will vary according to the interests of the instructor and students, but they may include capital punishment, gun control, drug policy, crime myths, racism and discrimination in the justice process, white collar crime, and corruption. Students will be required to write a major research paper. PR: Junior or Senior status.

495. Seminars in Criminal Justice Management **one-three hours**

Workshops designed for personnel staffing management positions in the criminal justice system; focus upon solutions to particular administrative problems. PR: Junior or Senior status.

Economics

(School of Business and Economics)

199. Special Topics in Economics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Economics **three hours**

Economics 200 is intended as a General Education course for non-business majors. It will provide the student with a broad background in the field. The student will be exposed to micro and macro economic theory and international economics and should develop adequate knowledge to understand the role of economic systems and the application of economic principles in Modern society. **Not open to students with credit for Economics 201**.

201. Economic Principles and Problems **three hours**

(For those meeting the requirement of six hours in Economics)

The course approaches the subject from the point of view of macroeconomics covering the nature and method of economics and describing how the capitalistic system functions. Further study is made of the business cycle, fiscal policy, monetary policy, gross national product, and similar concepts. Some time is devoted to the study of competing economic systems. Not open to students with credit for Econ. 200.

202. Economic Principles and Problems **three hours**

(For those meeting the requirements of six hours in Economics)

This course is devoted to microeconomics. It follows the analysis of the firm and the decisions made by the managers of the firm. It includes the analysis of demand and supply and price and output determination. It is also concerned with the important problems in the field of economics: monopoly, agriculture, international trade, labor, economic development, and similar problems. PR: Econ. 201 or 200.

301. Intermediate Economic Analysis: Microeconomics **three hours**

Consumer demand, the supply function, and market pricing with various degrees of competition oriented to the viewpoint of the individual firm and the industry of which the firm is a part are examined from a theoretical point of view. PR: Econ. 201, 202.

302. Intermediate Economic Analysis: Macroeconomics **three hours**

National income, as a measure of economic activity, is descriptively and theoretically analyzed. Examination of theories of consumption and investment spending including monetary demand and supply are integrated with current economic problems to explain the level of employment and prices. PR: Econ. 201, 202.

303. Money, Credit, and Banking **three hours**

An intensive study of money and credit principles with an analysis of their effects upon prices. History of banking. Banking principles and practices. PR: Econ. 201, 202.

305. Economics of Labor **three hours**

A review of labor history with emphasis on the aims and methods of labor organizations, and theories of wages, and the current trends in labor-management relations. PR: Econ. 201, 202.

308. International Economics **three hours**

This course examines topics relevant to international trade relations, such as the development of modern trade theory, international equilibrium, tariffs, non-tariff trade barriers, trade regulations and policies, and regional trading arrangements. It also covers topics relevant to international monetary relations, such as the balance of payments, foreign exchange rate determination, and international banking. PR: Econ. 201, 202 or Consent of Instructor.

401. Managerial Economics **three hours**

This course applies economic theories and tools of analysis to decision making within the firm or organization. The topics studied include decision making and risk, estimation of product demand, analysis of production costs, and price determination. PR: Econ. 201, 202.

406. Guided Economic Study **one-three hours**

Intensive reading, research, and study in current literature and documents in regard to a selected economic problem or group of problems. The field of study will be one in which the student has a special interest. All work will be done individually and the class will be conducted by conferences with each student. PR: 17 hours of Economics, Business, and Social Science courses.

450. Practicum **three-twelve hours**

A work internship in one of the state departments where the student's work experience will be in the area of economics. Earned hours may count as electives only for major and minor field requirements.

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Education

(School of Education/Health and Human Performance)

100. Race, Class, and Gender **three hours**

An introductory multicultural course which explores race, class, gender, ethnicity and the dynamics of their interrelationships in American society. Themes include personal identity, power, and change. Interdisciplinary approaches of the humanities and the social sciences include historic, psychological, sociological, economic, educational and artistic (art, literature, poetry, song, dance, etc.).

199. Special Topics in Education **one-twelve hours**

The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Education **three hours**

This course provides the student with an overview of the profession. Its primary purpose is to provide the student with information prerequisite for formulating an informed career decision and a professional commitment to teaching. It also includes an analysis of the historical, philosophical, and sociological basis for programs, instructional strategies and teaching behaviors in American Education. It is recommended that students take this course no earlier than the second semester of their freshman year.

220. Areas of Exceptionality in Special Education **three hours**

This course is a guided survey of the areas of exceptionality in the field of Special Education (emotionally disturbed, physically handicapped, speech and language, visually impaired, hearing impaired, mentally retarded, gifted, and learning disabled), and the historical-philosophical and political-sociological foundations related to exceptional children. The laboratory component of the course is designed to give experience in the areas of exceptionality through observation and limited participation in these areas

280. Empowering Leadership **three hours**

The purpose of this course is to help prepare students to assume increasingly responsible leadership roles of empowerment in their personal, professional, and academic lives. This interdisciplinary, student-centered course focuses not only on significant theories of empowering leadership and their applicability to leaders of the past and present, but also includes substantial hands-on, experiential learning opportunities in which students practice empowering leadership. The course is also a General Studies elective in the following areas: Business, English, and Technology. PR: A score of 17 or above on the ACT English test and a passing writing sample score or successful completion of D.S. 107.

300. The Reading Process **three hours**

This course examines the components of reading with emphasis placed upon word attack skills, reading comprehension and factors which affect reading progress. It should be taken currently with Education 303 in the junior year. PR: Education 200 and 302.

302. Human Growth and Development **three hours**

This course is an analysis of human development from birth through adolescence. The influence of heredity and environment on the development of personality and behavior and their implications for educators is stressed. Observations of school age children are required. PR: Education 200 and 32 or more semester hours with a C average.

303. Educational Psychology **three hours**

This course is a representative survey of psychology emphasizing the examination of prominent learning theories as they relate to the teaching-learning act. Observations in the schools are required. PR: Education 200, 302, and 48 or more semester hours.

304. Developmental Reading **three hours**

This study and application of teaching methods, materials and resources in the development of various reading skills should be taken following Ed. 300. PR: Education 200, 302, 300, 303.

305. Human Exceptionality & Cultural Diversity **three hours**

Designed to prepare the pre-service teacher to effectively teach the range of students found in the public schools, it provides information about the spectrum of students: those considered handicapped, gifted, culturally diverse, and students at risk for school failure. It also presents strategies for adapting instruction to meet the learning needs of the mainstreamed classroom. A field experience is required.

306. Instructional Technology **three hours**

This course is designed to introduce pre-service teachers (K-12) to computer technology and its applications to the classroom and curriculum. Interactive technology via the computer will be the major focus of the course although other forms of technology, including multimedia, will be explored. Special emphasis will be placed on (1) the customization of instruction to meet learning styles of a diverse student population, (2) the evaluation of current software applications and (3) the use of the instruction and for required laboratory assignments.

310. Language Arts/Social Studies in Elementary School **two hours**

This is a methods course in which prospective K-8 teachers translate the content and skills of language arts and social studies to the developmental levels, prior experiences, intellectual, emotional and social needs, and learning styles of students. Activities will focus on the acquisition of knowledge, skills, and attitudes through practice in selecting appropriate content, goals, and strategies for K-8 students and designing effective teaching and evaluation procedures. A field experience is required.

317. Specific Learning Disabilities **three hours**

An overview of the field of Specific Learning Disabilities is offered in this course. It analyzes the definition, characteristics and causes of specific learning disabilities. Emphasis is placed on learning development, specific legislation, programs, contemporary issues, and agencies relating to specific learning disabilities. A laboratory experience assists the student in synthesizing the content of the course. PR: Education 220 and 305 or consent of the Dean.

320. Education of the Mentally Impaired **three hours**

This course is an analysis of the definition, characteristics, and causes of mental retardation. Emphasis is placed on learning and development, intelligence, specific legislation, programs and the various social agencies related to retardation. A laboratory experience is required. PR: Education 220 and 305 or consent of the Dean.

321. Diagnosis, Prescription and Assessment Techniques in Special Education **three hours**

An in-depth investigation of the diagnostic and assessment procedures and instruments utilized in the identification and evaluation of exceptionalities in the focus of this course. The laboratory components require involvement in diagnosis and assessment of exceptional children. PR: Education 220, 305, or 317 or 320.

326. Curriculum and Instruction: Core Knowledge and Skills for Handicapped Learners **three hours**

An applied theoretical approach to teaching the handicapped learner (K-12). The course will prepare the preservice teacher to set appropriate goals and objectives for curriculum and instruction, select materials, methods, and strategies for individual learners; and communicate this knowledge effectively to the student, the professional community (especially regular educators), and parents. Prerequisites: Education 220, 305, 317 and /or 320.

400. Classroom Organization and Practices, K-4 **two hours**

This is the culminating methods course in which prospective K-4 teachers make the transition from the college to the public school setting with student interactions between the two in the following general areas; 1) organization, schedules, policy, and procedures in a public school setting; 2) planning for instruction within the public school curriculum guidelines; 3) effective management practices within public school policy guidelines; 4) developing, selecting, and administering evaluation assessment instruments; using assessment results to determine beginning instructional levels and evaluation of teaching and learning. Clinical experiences will focus upon small group instruction primarily in math and reading/language arts.

401. Classroom Organization and Practices, 5-8 **two hours**

This is the culminating methods course in which prospective 5-8 teachers make the transition from the college to the public school setting with student interactions between the two in the following general areas; 1) organization, schedules, policy, and procedures in a public school setting; 2) planning for instruction within the public school curriculum guidelines; 3) effective

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management practices within public school policy guidelines; 4) developing, selecting, and administering evaluation assessment instruments; using assessment results to determine beginning instructional levels and evaluation of teaching and learning. Clinical experiences will focus upon small group instruction primarily in math and reading/language arts.

420. Student Teaching Experience (Elementary) eight hours

Full-time involvement in the teaching-learning process in a public elementary school setting is required for successful completion of this course. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

421. Student Teaching Experience (Grades K-12) four hours

Full-time involvement in the teaching-learning process in a public elementary school setting is required for successful completion of this course. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

422. Student Teaching Experience (Grades K-12) four hours

Full-time involvement in the teaching-learning process in a public secondary school setting is required for successful completion of this course. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

432. Evaluation Techniques in the Secondary School two hours

This course acquaints students with the basic principles and practices of student assessment through the use of standardized and teacher-made tests. Simple statistical treatments of both types of test are included. PR: Admission to the I.P.P.

433. Planning, Instruction, and Classroom Management in the Secondary School three hours

This involves the student in planning and implementing effective instructional strategies, understanding principles of classroom management and control, and personalizing an approach to instruction for use in the student teaching experience. PR: Admission to the I.P.P.

446. Applied Practicum: Mentally Impaired and/or Learning Disabled three hours

A field based practicum intended to actively involve the teacher trainee in the application of previously learned concepts about the mentally impaired and/or the learning disabled student. Emphasis is placed on assessment, curriculum, instructional techniques, methodology, modifications and collaboration with regular education. Prerequisites: Education 220, 305, 317, and /or 320, 321, and 326.

450. Student Teaching Experience (Secondary) eight hours

A full-time involvement in the teaching-learning process in a public secondary school setting is required for successful completion of this course. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

470. Student Teaching Experience in Mental Impairment four hours

A minimum four-week full-time student teaching experience in an appropriate public school setting is required for successful completion of this course. The experience emphasizes application of essential concepts and skills in designing instructional approaches for the mentally retarded. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional education courses in the I.P.P.

471. Student Teaching in SLD four hours

A minimum four-week full-time student teaching experience in a fully certified SLD program with a licensed teacher in Specific Learning Disabilities is required. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for Specific Learning Disabled Students. PR: All coursework in the program.

Emergency Medical Services

(School of Health Careers)

101. Techniques of Emergency Medical Services **four hours**

This course provides didactic and practical application in basic life support aspects of pre-hospital care, and is based upon the U.S. Department of Transportation's National Standard Curriculum for Emergency Medical Technician-Basics. This course prepares students for the National Registry of EMTs certification examination. In addition to regular course hours, four lab hours are required each week.

105. Specialized Rescue Techniques **three hours**

This course is designed to provide an in-depth study of the fundamental concepts and operations of extrication including administration, scene management, incident command, extrication equipment, vehicle extrication, agriculture extrication, industrial extrication, confined spaces, etc. The course includes field trips and practical application of various extrication techniques.

199. Special Topics in EMS **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the EMS Program Coordinator and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

202. EMT-Paramedic I **eight hours**

This course provides didactic training in advanced life support aspects of pre-hospital care, and is based upon the U.S. Department of Transportation's National Standard Curriculum for EMT- Paramedics. The course prepares students for the National Registry of EMTs certification examination. Must be taken concurrently with EMS 203. PR: EMT 101

203. EMS Practicum I **two hours**

This course is devoted to the practical application of advanced life support aspects of pre-hospital care in management of the topics covered in EMT-Paramedic I. Must be taken concurrently with EMS 202.

204. EMT-Paramedic II **eight hours**

This course provides didactic training in advanced life support aspects of pre-hospital care, and is based upon the U.S. Department of Transportation's National Standard Curriculum for EMT-Paramedics. Must be taken concurrently with EMS 205. PR: EMT 202 and 203.

205. EMS Practicum II **two hours**

This course is devoted to the practical application of advanced life support aspects of pre-hospital care in management of topics covered in EMT-Paramedic II. Must be taken concurrently with EMS 204. PR: EMT 202 and 203.

206. EMS Practicum III **one hour**

This course is devoted to a minimum 40 hour field internship with an approved ambulance provider. PR: EMS 202, 203, 204 and 205.

English

(School of Language and Literature)

100. Race, Class, and Gender **three hours**

An introductory multicultural course which explores race, class, gender, ethnicity and the dynamics of their interrelationships in American society. Themes include personal identity, power, and change. Interdisciplinary approaches of the humanities and the social sciences include historic, psychological, sociological, economic, educational and artistic (art, literature, poetry, song, dance, etc.).

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104. Written English I **three hours**

A summary, emphasizing practical skill, of the principles that underlie expository writing, audience analysis, thesis formulation, organization, diction, sentence structure, and paragraph development. An introduction to reading for content in texts selected from across the disciplines. Instruction in word processing, with process-oriented practice in the drafting, revision, and editing of texts. PR: A score of 17 on the ACT English test or successful completion of an appropriate Basic Skills writing course. NOTE: English 104 is a prerequisite for enrollment in all other English courses. A "C" in English 104 and 108 is a graduation requirement for all degrees.

108. Written English II **three hours**

A continuation of Written English I that provides experience in analyzing and writing argument and persuasive prose. A central feature of the course is a library research project that is intended to develop familiarity with reference sources and skill in summarizing the diverse points of view of multiple sources. PR: A "C" in English 104. NOTE: A "C'" in English 104 and 108 is a graduation requirement for all degrees.

109. Technical Report Writing **three hours**

A course designed to provide practice in the writing of expository articles and reports of a technical nature. Considerable emphasis is placed on collecting scientific facts and organizing them in a prescribed technical form. Business letters, memoranda, and other types of written communication common to the industrial and business worlds are also stressed. PR: Eng. 104. Eng. 109 may be substituted for Eng. 108 in certain associate degree programs only. This course will also fulfill the General Studies Electives writing option.

220. Literature of the Western World I: Homer through Milton **three hours**

A study of European literary masterpieces, including the Old Testament; the Greek, Roman and Christian epics; Greek and Shakespearean drama; and lyric poetry of many ages and cultures. PR: English 104. NOTE: It is advisable that students take English 220 before 221.

221. Literature of the Western World II: Swift through Marquez **three hours**

A study of Western literary masterpieces, including the 18th century satirists (Swift, Voltaire); the 19th century Romantics (Goethe, Wordsworth, Melville) and Realists (Ibsen, Dickens, Chekhov); and the 20th century Modernists (Frost, Camus, Woolf) and Surrealists (Kafka, Borges, Beckett, Marquez). PR: English 104.

230. Introduction to Literature I: Prose Narratives **three hours**

A study of the narrative art, both in fictional forms (the short story, novel, allegory) and non-fictional forms (autobiography, personal essay), with readings from many cultures, giving substantial exposure to important works written in the last 100 years and to those written by women and minorities. PR: English 104.

231. Introduction to Literature II: Poetry & Drama **three hours**

A study of lyric, dramatic, and narrative poetry; and of drama with representative works from 5th century Athens, Shakespeare's London, and the modern theatre. Significant exposure will be given to poems and plays by and about women and minorities. PR: English 104.

280. Empowering Leadership **three hours**

The purpose of this course is to help prepare students to assume increasingly responsible leadership roles of empowerment in their personal, professional, and academic lives. This interdisciplinary, student-centered course focuses not only on significant theories of empowering leadership and their applicability to leaders of the past and present, but also includes substantial hands-on, experiential learning opportunities in which students practice empowering leadership. The course is also a General Studies elective in the following areas: Business, Education, and Technology. PR: A score of 17 or above on the ACT English test and a passing writing sample score or successful completion of D.S. 107.

English 104 and 108 are prerequisites for all the following courses.

303. Survey of American Literature I: Beginnings to the 1850s **three hours**

A study of American literary traditions from the poets, diarists and chroniclers of the 1600s and 1700s to the writers of imaginative and autobiographical prose and poetry of the early-mid 1800s.

304. Survey of American Literature II: The 1850s to the present **three hours**

A study of America's literary traditions from the 1850s to the present, including the poets, "local color" writers, Naturalists and Realists of the late 1800s; the experimental poetry and fiction of the early 1900s; the major dramatists; and a large sampling of the writers from the last half of the century.

313. Survey of British Literature I: Beowulf to 1798 **three hours**

A study of British literature beginning with Beowulf and continuing through the 18th century, including Chaucer, Shakespeare, Donne, Milton, Swift, and Pope.

314. Survey of British Literature II: 1798 to Present **three hours**

A study of British literature from the early Romantic period through the present day, including such writers as Blake, Wordsworth, Austen, Tennyson, Dickens, Yeats, Shaw, Woolf, Joyce, Eliot, Beckett, and Auden.

320. Literary Criticism **three hours**

A study of past and present critical methods and of the theoretical assumptions upon which they are based.

330. General Semantics **three hours**

Study in that branch of linguistics concerned with the nature, structure, and meaning of words and with the role of language in human behavior.

331. Study of the English Language **three hours**

Word history and analysis; diction; descriptive grammar and construction; fundamentals of composition. Required of all prospective teachers of English; to be taken before the I.P.P. Sophomores must have permission of instructor.

332. Narrative and Descriptive Writing **three hours**

An introduction to narrative and descriptive techniques in fictional, nonfictional, dramatic and poetic writing. Exercises in writing techniques prepare students to write a variety of finished works. Students also read and discuss models by accomplished writers. This course also fulfills the General Studies Electives writing option.

333. Writing Non-Fiction **three hours**

Study and practice of the various kinds of expository writing with special emphasis upon the skilled production of research papers. This course also fulfills the General Studies Electives writing option.

344. Writing Poetry **three hours**

A workshop-based, individual-centered course in which students examine the tradition of poetry and poetics and how their own interest in writing poems may work within and against that tradition. The emphasis is on writing, revising, and presenting poems first privately and then to various public audiences. Students will also read and respond to modern poems and essays on poetics. It is advisable that students first take English 332.

345. Writing Fiction **three hours**

A workshop-based, individual-centered course in which students examine the tradition of fiction and how their own interest in writing stories may work within and against that tradition. The emphasis is on writing, revising, and presenting stories first privately and then to various public audiences. Students will also read and respond to modern stories and essays on fiction. It is advisable that students first take English 332.

349. Advanced Technical Communication **three hours**

This course places special emphasis on the preparation and implementation of the extensive, formal report in business, industry, and public service organizations. As such it will feature an introduction and orientation to source materials for advanced technical research and presentation, and it will also be concerned with the use of technical language for informed and uninformed audiences.

354. Children's Literature **three hours**

A survey of literature desirable for children; development of principles of selection and standards of evaluation; wide acquaintance with current books.

355. Young Adult Literature **three hours**

A survey of literature appropriate for adolescents; development of principles of selection,

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analysis, and standards of evaluation; wide acquaintance with current books.

361. Major American Writers 1820-1870 **three hours**

A seminar on the lives and works of 3 or 4 of the most enduring, influential writers of these decades. Among the writers who could be chosen for study are Irving, Poe, Hawthorne, Emerson, Thoreau, Melville, Whitman, and Dickinson. Students are advised to take 303 before 361.

362. Major American Writers 1870-1940 **three hours**

A seminar on the lives and works of 3 or 4 of the most enduring, influential writers of these decades. Among the writers who could be chosen for study are James, Twain, Crane, Howells, Dreiser, Cather, Wharton, Frost, Stevens, W. C. Williams, Hemingway, Fitzgerald and Faulkner. Students are advised to take 304 before 362.

363. The American Novel **three hours**

A course designed to trace the development of the American novel from the late eighteenth century to the present. Important American novels will be analyzed in a temporal sequence.

Students are advised to take 313 before taking the following five courses.

370. Literature of the Middle Ages **three hours**

This course presents a study of English and continental European literature of the Middle Ages. Genres covered will include the chronicle, romance, fabliau, beast fable, lyric, saint's legend, and drama.

373. Chaucer **three hours**

A study of selected works by Chaucer which help to reveal the range and development of his thought and art. The emphasis will be on *The Canterbury Tales* and *Troilus and Criseyde.*

374. Shakespeare **three hours**

A study of representative histories, comedies, and tragedies.

375. Seventeenth Century British Literature **three hours**

A study of important British writers of the period, including Donne and Herrick, and emphasizing Milton.

377. Eighteenth Century British Literature **three hours**

A study of important British writers of the period, particularly Dryden, Swift, Pope, and Johnson.

Students are advised to take 314 before taking the following three courses.

378. Literature of the Romantic Period **three hours**

A concentrated study of the works of such writers as Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats.

379. Literature of the Victorian period **three hours**

A concentrated study of the works of such writers as Tennyson, Browning, Rosetti, Arnold, Swinburne, Mill, Ruskin, and Carlyle.

380. Twentieth Century British Literature **three hours**

A study of the major texts in 20th century British literature that reflect the cultural, social and literary issues of the time. Among the writers who could be studied are poets from Yeats and Eliot to Heaney and Larkin, playwrights from Beckett to Stoppard, and fiction writers from Joyce and Waugh to Fowles and Drabble.

381. The British Novel **three hours**

A historical and critical study of significant British novels of the eighteenth, nineteenth, and twentieth centuries.

382. The World Novel **three hours**

A study of the enduring accomplishments of the novelists of Europe, Latin America and other regions. Novels to be read may include those of Cervantes in the 1600s, Voltaire and Goethe in the 1700s, Flaubert, Tolstoy, and Dostoevsky in the 1800s, and Kafka, Camus, Kundera and Marquez in the 1900s.

385. The Arthurian Tradition **three hours**

This course surveys Arthurian literature from its 12th century origins to the present day. It will include analysis of the archaeological evidence for a historical Arthur as well as the Celtic background from which the legends spring.

386. The Bible as Literature **three hours**

A study of the literary types and content of the Bible.

387. Folk Literature **three hours**

A survey course whose chief emphasis is on the study of the oral literature of West Virginia; kindred material is also studied and collected - superstitions, riddles, stories, songs, and localized language.

388. Women's Literature **three hours**

A study of classic texts in women's literature, including such works as A Room of One's Own, "Tell Me A Riddle," Jane Eyre, Orlando, The Awakening and Adrienne Rich's work. Students will also study the works of such contemporary women writers as Caryl Churchill, Marilynne Robinson, Margaret Atwood, Gloria Naylor, Toni Morrison, Rachel Ingalls, and Maxine Hong Kingston.

389. Minority Literature **three hours**

Reflecting the diversity of cultural sources and forms in America, the ideas and methods of writers outside the main literary and social traditions are studied for their contribution to the American experience. Minority writings include works by Black, Latin, Native American and Asian spokespersons, as well as the products of European ethnic groups, such as Jewish and Irish writers.

390. Modern Drama **three hours**

The study of modern dramas from the nineteenth century to the present.

391. The Short Story **three hours**

A critical study of this art form based upon the work of British, continental, and American authors.

392. Contemporary Poetry **three hours**

A course on Anglo-American poetry since WW II, and the influence on contemporary poetry of Modernism and other cultures (notably, European and Latin American poetries) as well as the effects of free verse, imagism, surrealism, the New Criticism, and social/political movements on current developments in poetry and poetics.

393. Southern Literature **three hours**

A study of representative Southern authors and works from colonial times to the present, emphasizing characteristically Southern themes and points of view. Included are such figures as Twain, Wolfe, Faulkner, Welty, Ransom, and O'Connor.

394. The Art of the Motion Picture **three hours**

A course designed to trace the evolution of the motion picture from its beginnings to its present sophisticated condition. Such aspects of the film as genre (the western, the horror film), techniques (sound, editing, photography), themes (forbidden knowledge, vengeance), and character types (cops, comics, crooks) will be considered. Although this course in intended for serious students of the verbal and visual arts, it is also designed to accommodate (as an elective) interested students who are avid film goers and desire to improve their appreciation of the films they see.

399. Special Topics in English **one to twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

431. Methods and Materials in Teaching English **three hours**

Study and practice in the techniques of teaching the fundamentals of grammar, mechanics, composition, and the varied types of literature; taken as part of the Initial Performance Practicum. Students are advised to take 355 before 431. Students will take 431 the semester before the Professional Block.

441. Independent Study **one to four hours**

Intensive study in the work of one or more significant authors. Subject area to be suggested by the students and approved by the instructor. The students may conduct an independent

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investigation in an area of interest to them and embody the results in one or more research papers. PR: Consent of instructor.

Family and Consumer Sciences

(School of Technology)

Applied Design

AD 102. Apparel Design **three hours**

This course explores the fashion design industry from creation of the designer collection through retail merchandising. The students will create their own collection and develop a merchandising plan. Apparel design software will be used, in addition to traditional design techniques.

AD 115. Introduction to the Fashion Industry **three hours**

An overview of the fashion industry, past and present, with emphasis on career opportunities; the impact of fashion on world economy; and the fashion market system from manufacturer to consumer will be covered in this course.

AD 116. History of Contemporary Fashion **three hours**

The study of historical costume from ancient times through modern costume will be covered to understand the impact of historical costume on contemporary design.

AD 140. Introduction to Interior Design **four hours**

This course will include historical overview covering architectural and furniture periods, materials and components of Interior Design, and the design process through an introduction to drafting tools and techniques.

AD 217. Visual Merchandising **three hours**

Visual merchansing for retail stores will be covered. Both window display and interior display will be studied. The student will create displays applying design principles in various window displays.

AD 240. Interior Design I **four hours**

Coordination of interior design components allows the students to develop and apply complete room plans and decorating schemes for various residential and commercial applications. Color, lighting, space needs and materials are covered. PR: AD 140.

AD 251. Applied Design **three hours**

The principles and elements of design are explored through the study of interiors and apparel. The course will include applied study in design requiring students to express design principles and elements through project work.

AD 275. Applied Design Practicum **four hours**

Students will be placed in various businesses in the interior or fashion field to provide onsite training and experience. Preparation of a résumé and professionalism are also covered. PR: AD 240 or 217.

AD 295. Guided Design Seminar **four hours**

A seminar for Interior Design or Fashion Design students which will require students to select a project, research the problem, and make a final juried presentation.

AD 339. Fashion Merchandising Seminar **three hours**

The seminar will study flat pattern design and the fabrication of an original garment. Students will use a computer-generated pattern based on body measurements to create a fitting sloper and the basic pattern pieces necessary to developing an original garment. PR: FCS 101, AD 251.

AD 340. Interior Design II **four hours**

This course will develop interior spaces with an emphasis on commercial applications. The student will study color, lighting, materials, specifications, spatial planning, building codes, and handicap access when applied to commercial applications. PR: AD 240.

AD 375. Professional Practice in Interior Design **four hours**

The course will study interior design as a business. An examination of location, financial concerns, staffing, marketing, managing, vendor relationships, and professional growth will be covered in this course. PR: AD 275.

AD 418. Professional Experience in Fashion Merchandising **four hours**

This course will allow students to continue on-the-job experience with an emphsis on inventory, management, display, and customer and employee relationships. Placement will be in area clothing stores. PR: AD 275.

Child Care

CC 130. Foundations in Early Childhood Education **three hours**

A course designed to help the student understand the foundation in relation to the sociocultural forces (community, government, technology, economic) that affect the young child. The student will examine supportive services for children with various needs, as well as the role of the child development associate in carrying out these services. Take concurrently with CC 132.

CC 131. Administration of Early Childhood Education **three hours**

The historical background and present-day theories of child care center programs and the relationship of children, parents, and the community will be examined as to the needs of the administrator and the administration of early childhood programs. Center administration related to program development and operations, budgeting, environmental planning, state regulations and licensing, and personnel issues will also be covered.

CC 132. Early Childhood Education Practicum **one hour**

In this course the student will observe the role of the middle-professional in the various early childhood centers. An overview of the needs, requirements, and skills of that middle-professional in the teaching of young children. The student will receive First Aid and CPR instruction taught by the Red Cross which includes prevention of potentially dangerous situations and responding to emergencies. The student will be required to work 35 hours in a young children's center. Take concurrently with CC 130.

CC 230. Theory and Practicum in Work with Young Children **three hours**

The course is designed to build competencies as a worker while working with young children. Daily and long range program development plans will concentrate on areas of learning experiences, activities areas, developmental levels, and learning styles. Take concurrently with CC 232. PR: CC130, 132.

CC 232. Practicum with Young Children **three hours**

The theories and practice of young children will be emphasized in the activities and centers at the on-site work experience. The individuals will work with a variety of age levels, learning styles, philosophies, and/or types of young children settings. The students will be required to work 100 hours in a young children's center. Take concurrently with CC 230. PR: CC 130, 132.

CC 262. Child Care Practicum **three hours**

This course utilizes the knowledge and skills from all theory and practicum courses to assist in the planning, developing, implementing, and evaluating a six-week unit plan for a child development center. The student will be required to work 100 hours in a young children's center. PR: CC 230, 232, or CC 280, 282.

CC 280. Theory and Practice of A Nanny **three hours**

This course examines the theory and research of the in-home care of children. Emphasis is placed on the care of the family members, organization and management of the home, and relationships of the family members to their environment. CR: CC 282. PR: CC 130, 132.

CC 282. Practicum in Family Child Care **three hours**

This course provides the opportunity for students to work in a supervised setting. Private homes in the local community will be selected to practice and refine the skills appropriate for working as a nanny. CR: CC 280. PR: CC 130, 132.

CC 283. Cognitive Development of Children **three hours**

A study of the theory and research relevant to the cognitive development of pre-school

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children. Particular emphasis is placed on applying theory and research in guidance and in planning curricula and instruction for young children.

Food Service Management

FSM 109. Food Specialties-Garde Manger I **three hours**

This course stresses basic garde manger principles. It also relates functions and duties of the department and integrates these with other kitchen operations. In addition, emphasis is placed on introduction to specialty work which includes ice carving, buffet decorations, use of equipment, and area planning.

FSM 110. Nutrition **three hours**

This course is a study of the nutrients, their sources, and their relationship to body functions. Each stage of the life cycle will be studied as it relates to changing nutritional requirements for individuals and family groups of varying cultural and economic levels. Students will evaluate their daily nutritional intake against recommended daily allowances.

FSM 120. Culinary Arts Apprentice I **three hours**

A supervised on-the-job training experience designed to provide practical application of the skills and methodology utilized in the field of culinary arts. The student will be required to work 100 hours at an on-site related work center.

FSM 121. Culinary Arts Apprentice II **three hours**

A supervised on-the-job training experience designed to provide practical application of the skills and methodology utilized in the field of culinary arts. The student will be required to work 100 hours at an on-site related work center. PR: FSM 120.

FSM 209. Food Specialties-Garde Manger II **three hours**

The advanced garde manger techniques, including aspic pates, sauces, terrines, and garnishes. The manipulation of special tools used in this type of food preparation is stressed. Buffet table arrangement, food display, and organization are studied. PR: FSM 109.

FSM 219. Introduction to Food Service Industry **three hours**

This course provides a description of the different careers available in the food service industry. Training programs conducted by restaurants, hospitals, nursing homes, fast food services, and school lunch programs will be discussed and tours of these establishments will be conducted. Federal, state and local regulations regarding sanitary and safety controls as they relate to food service will be surveyed. Identification of food- borne diseases and methods for their prevention and control will be discussed, and the positive principles of health, personal hygiene, and safety that are involved in food handling will be described. The emphasis of the course will be on practical application.

FSM 220. Diet Therapy **three hours**

This course discusses the nutritional needs of different age groups, the special nutritional requirements in various diseases and the planning of menus to meet these various nutritional needs. Course includes observations in both health care facilities and community feeding programs under supervision of a registered dietitian or food service director.

FSM 221. Food Service Equipment **three hours**

The emphasis is on food service equipment selection and layout in relation to production and work flow. Specifications, energy sources, use and care of food service equipment will be included in the course. Students will demonstrate the utilization and care of selected food service equipment in a laboratory setting.

FSM 223. Quantity Foods **three hours**

Principles and techniques of quantity food preparation. Use of standardized recipes and institutional equipment. Course includes laboratory experience in quantity food preparation.

FSM 224. Food Service Practicum **four hours**

Students will obtain several observation experiences in a variety of food service operations. These experiences will be in operating establishments under the supervision of food service management personnel. Sessions are conducted for students to share experiences and discuss learning activities.

FSM 225. Culinary Arts Apprentice III **three hours**

A supervised on-the-job training experience designed to provide practical application of the skills and methodology utilized in the field of culinary arts. The student will be required to work 100 hours at an on-site related work center. PR: FSM 121.

FSM 226. Culinary Arts Apprentice IV **three hours**

A supervised on-the-job training experience designed to provide practical application of the skills and methodology utilized in the field of culinary arts. The student will be required to work 100 hours at an on-site related work center. PR: FSM 225.

FSM 227. Food and Beverage Merchandising **three hours**

This course discusses catering for different types of social functions, dining room arrangement, and service to gain customer satisfaction. It also deals with purchase, specifications, management and quality as applied to tableware, furnishing, equipment and supplies.

FSM 228. Food Service Organization and Management **three hours**

The students will analyze the organization and management of various types of food service programs. Special emphasis is placed on personnel, operating systems, budgeting, purchasing, work schedules, and supervision.

FSM 270. Dietary Manager Apprentice I **four hours**

The students will obtain observation experiences in health care facilities. These experiences will be in operating establishments under the supervision of a certified food service manager. The student will be required to work 120 hours at an on-site related work center.

FSM 272. Dietary Manager Apprentice II **four hours**

The students will obtain observation experiences in health care facilities. These experiences will be in operating establishments under the supervision of a certified food service manager. The student will be required to work 120 hours at an on-site related work center. PR: FSM 270.

FSM 323. Advanced Quantity Foods **three hours**

This course is a continuation of FSM 223 and focuses on more complex food service methods including meats, fish, poultry, cheeses, eggs, dairy products, and baked items. PR: FSM 223.

FSM. 328. Food Purchasing, Menu Planning, and Cost Controls **three hours**

This course is a study of menu planning, utilization of standardized recipes, and food purchasing as it relates to cost controls. PR: FSM 228.

Family and Consumer Sciences

FCS 101. Principles of Clothing Construction **three hours**

The student will study the application of principles of clothing construction in relationship to selection of compatible fabric and design to produce garments for the individual. The student will use various fabrics during the development of construction techniques. The student will study the use and care of equipment and the techniques in pattern alterations.

FCS 103. Clothing and Culture **three hours**

This course is a cross-cultural study of clothing for the individual, family, and special needs groups, including fashion trends, fashion terminology, clothing and behavior, color and computer aided body analysis, professional dress and management, and socio-psychological aspects of clothing.

FCS 199. Special Topics in Family and Consumer Sciences **one-three hours**

A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

FCS 201. Principles of Food Selection and Preparation **three hours**

This is a study and application of food principles in food preparation including selection, marketing, nutritional value, storage, preservation, and meal service. The class meets for lecture two times a week with one, two and one-half hour lab period per week.

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FCS 202. Meal Management **three hours**

This course is the application of advanced techniques in food preparation. Particular emphasis is given to flour mixture and meat cookery. Menu planning and meal management, as they relate to time, energy, and money, are also included in the course. Lecture two hours, laboratory two and one-half hours per week.

FCS 210. Textiles **three hours**

The study of textile fibers from origin to end use will be covered. Consideration will be given to properties of textile fibers in relationship to performance and use, textile selection, maintenance for apparel and home furnishings, and textiles in the world economy.

FCS 250. Design in Home Furnishings **three hours**

The principles and elements of design are explored through home furnishings and accessories. The course will include a study of interior textiles, furnishings, window treatments, and the appropriate selection of enrichment accessories. Computer aided design will be included.

FCS 299. Special Topics in Family and Consumer Sciences **one-three hours**

A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

FCS 310. Family Life Education **three hours**

This course is the study of the changing American family and of interpersonal relationships between family members at each stage in the family life cycle. Special reference to mate selection, adjustments, crises and supports for families.

FCS 312. Consumer Economics **three hours**

This course is a study of the selection of consumer goods and services and factors affecting selection such as: labeling, advertising, credit, contracts and consumer legislation, car, health and life insurance for family security, social security and wills.

FCS 315. Management in the Family **three hours**

A study of management process and its effect on the family. Decision making, economics, effective use of resources and the interaction of values, standards, and goals are considered for the family. Emphasis will be on the use of technology and its influences on the home, the family, and the future of our society.

FCS 316. Household Equipment **three hours**

The principles underlying the selection, use, care, safety, layout, and maintenance of equipment used in the home with emphasis on energy consumption, kitchen planning, family life cycle and style, storage and space utilization, environmental concerns, and career opportunities will be covered.

FCS 318. Management Problems in the Family **two hours**

The course includes analysis and application of management principles, common problems, the family's use of resources, management of the individual and the family relationships, discovering how the special needs can confuse and strain the home, evaluating the needs and wants that technology adds to the home and family, and planned and supervised experiences of home management problems.

FCS 320. Housing in Society **three hours**

This course is designed to help individuals analyze social, physical, economic, and psychological needs which must be met through housing. Concepts covered will include effective use of space, housing as a global issue, effective use of resources, and environmental concerns. Computer aided floor plan design will be included.

FCS 330. Introduction to Child Development **three hours**

The course examines the theory and research relevant to cognitive, social, emotional, and physical development in early childhood. Particular emphasis is placed on becoming an objective observer of young children and in applying research and theory in interpreting behavior and on planning for development and learning.

FCS 331. Adolescent Development **three hours**

The course examines theory and research relative to physical, emotional, and intellectual development, relationships with parents and peers, and growth in self-direction. Special attention is given to identity, self-concept and personality, societal needs, adolescent pregnancy, sexually transmitted diseases, human sexuality, adolescents in school, occupational interests, family dynamics, and health issues.

FCS 332. Child Development Problems **one-three hours**

An appreciation of theory and research is used in planning programs, materials, and guidance to enhance the development and learning in all areas of child development. A supervised experience in working with preschool children will include 35 to 100 hours of on-site experiences with young children. PR: FCS 330 or taken concurrently.

FCS 335. Parenting **three hours**

Identification and examination of the theoretical approaches are examined for the applicability to child rearing in families. Emphasis is placed on the social and personal definitions of parental roles and the parent-child interactions. CO: FSC 310 and 330.

FCS 383. Social and Emotional Development of Children **three hours**

The course will examine the theory and research relevant to the social and emotional development of children from birth to age five. Emphasis will be on interpersonal relations, aggression, helping, cooperation, and competition. PR: CC 283.

FCS 399. Special Topics in Family and Consumer Sciences **one-three hours**

A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

FCS 400. Senior Seminar I **one hour**

A special topics seminar designed to study the global and cultural issues related to Family and Consumer Sciences. PR: Senior standing.

FCS 401. Senior Seminar II **one hour**

A special topics seminar designed to study the career, technical, and professional issues related to Family and Consumer Sciences. PR: Senior standing.

FCS 431. Methods and Materials in Teaching Vocational Family and Consumer Sciences **three hours**

A study is made of the philosophy and goals of teaching vocational Family and Consumer Sciences at the middle, secondary, and post-secondary levels. Methods, procedures, techniques, and resources for teaching the course are organized. Selection of equipment and supplies to manage a Family and Consumer Sciences department is analyzed.

FCS 492. Child Development Internship **four hours**

The student will participate in an Early Childhood Education Center as a student assistant. PR: CC 262.

FCS 499. Special Topics in Family and Consumer Sciences **one-three hours**

A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

Finance

(School of Business and Economics)

180. Principles of Banking **three hours**

This course is a survey and introduction to the field of banking, with some concentration on the functions and operations of commercial banks. The course also covers other depository institutions, non-bank financial entities, the Federal Reserve System, the nature of interest, bank regulation, the vocabulary of banking, and some current issues in banking.

201. Introduction to Financial Management **three hours**

This course is intended to give the student a background in the field of financial management with emphasis on the areas of cost of capital, cost of external capital, cost of retained earnings, and similar concepts. It will also include material investment decisions and financial decisions.

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260. Real Estate Principles **three hours**

General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, and state license law. The objective of the course is to equip the student with concepts needed to continue successfully in future real estate courses, and to pass the real estate salesmen's license examination.

270. Principles of Insurance **three hours**

Primarily concerned with developing an understanding of the basic principles of insurance as well as the nature and operation of the insurance business. Emphasis is given to the principles which underlie the entire field of insurance. Understanding is developed in the fundamental areas of indemnity, insurable interest, coinsurance, risk, subrogation, proximate cause, other insurance, requisites of insurable risks, deductibles, valued policies, probability, and many others. The important functional areas of rating, underwriting, marketing and adjusting are considered, as well as the subjects of regulation, reinsurance, and company organization.

284. Bank Management **three hours**

This course examines both the principles and the practices of contemporary bank management. The course covers the various aspects of bank organization and operation, capital formation and utilization, asset/liability management, planning, law and regulation, internal control, competition and deregulation, the evolution of banking, and some selected current issues in banking. PR: Finance 180 or consent.

285. Analyzing Financial Statements **three hours**

This course provides the student with the necessary techniques and tools to evaluate the financial condition and operating performance of a modern business. The course will cover the terminology of financial analysis, horizontal and vertical analysis, financial ratios, pro-forma statements, funds flow analysis, breakeven analysis and other analytical tools. PR: Accounting 201, 202.

287. Bank Simulation **three hours**

The simulation presents an integrated approach to bank management that reinforces technical and functional management skills. Students function as members of a bank management team whose responsibilities include: analysis and planning, organizational structure, administration, policy formulation and implementation, forecasting, loan and discount pricing, portfolio management, marketing and resource allocation, accounting, taxes, and asset/liability, "gap," and capital management. PR: Finance 180 or consent of instructor.

288. Consumer Lending **three hours**

This course covers both the theory and practice of installment lending. Topics include credit evaluation, open- and closed-end lending, forms and terminology of lending, loan policy development, marketing, collections, law and regulation, direct and indirect lending, credit insurance and rate structure and yields. PR: Finance 180 or consent of instructor.

292. Trusts and Estate Planning **three hours**

This course provides an overview of the law of wills, trusts, gifts, and estates. Various strategies for reducing the taxation of gifts and estates will be addressed. Also included is the nature of the functions and services of a Bank trust department.

294. Commercial Lending **three hours**

This course provides a conceptual framework for the study of commercial lending. It focuses on how the commercial lending business is organized, how it contributes to bank profitability, and the total commercial lending process. PR: Finance 180 or consent of instructor.

295. Bank Internship **three hours**

Selected students are placed in part-time banking positions with area financial institutions. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. Full-time students pursuing a Bachelor of Science degree may participate in the program. Preference is given to students with a concentration in Finance or Accounting. This course may be repeated for up to six hours credit. PR: Finance 180, Accounting 201, 202, and/or consent of instructor.

307. Personal Finance **three hours**

A study of the problems a consumer must face in his or her day-to-day buying and living. It includes a brief survey of budgets, life insurance, investments, managing personal finance, buying services, and other problems of the consumer.

340. Advanced Business Law for Managers **three hours**

Survey of legal problems encountered by Finance executives, Certified Public Accountants, and Entrepreneurs, including secured transactions, bankruptcy, partnership, corporations, contracts, anti-trust, and SEC law. PR: Business 206, 207, or consent of instructor.

350. Investments **three hours**

This is an introduction and survey course covering the broad field of investments, with the approach being descriptive rather than quantitative. There is substantial emphasis on terminology and vocabulary, and the course covers fixed- and variable-return investments, options and futures, markets and brokerage operations, portfolio theory and analysis, and real estate investments.

410. Managerial Finance **three hours**

This advanced course is designed to extend the coverage of the field of corporate finance with emphasis on capital budgeting, risk, capital structure and dividend policy, and financing decisions. Special topics covered will include: mergers and acquisitions, financial distress, and international corporate finance. PR: Finance 201.

412. PC Applications for Managerial Finance **three hours**

This course is designed to enable students to master the concepts and techniques of corporate finance using PC applications. The course will be taught in the computer lab making extensive use of spreadsheet models and templates. The effect of policy will be measured and analyzed, and problems solved through the use of multiple case studies. Topics covered include: financial analysis, financial forecasting and planning, capital budgeting, cost of capital, and other topics in finance. PR: CS 100, Finance 201, 410.

French

(School of Language and Literature)

101. Elementary French I **three hours**

Pronunciation, oral comprehension and speaking, reading and written drill and composition, elements of grammar. Laboratory.

102. Elementary French II **three hours**

Continuation of 101 completing the basic grammatical principles. One year of high school French is also considered a satisfactory prerequisite for this course.

199. Special Topics in French **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate French I **three hours**

A course designed to reinforce and increase knowledge of vocabulary and grammar. The course consists of extensive and intensive reading, review of grammar, and continued attention to pronunciation and speaking. Interesting reading materials such as short stories are emphasized. Laboratory. PR: 101 and 102, or two years of high school French, or equivalent.

202. Intermediate French II **three hours**

The continuation of French 201. PR: 201, or equivalent.

220. French Special Topics II **three hours**

A diversified study of the daily life and environment of present-day France and French-speaking peoples, placed in relation to the language. Emphasis is on a realistic, practical approach. Work is individualized to fit the language-level and interest of the student. PR: Consent of the instructor.

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292. Pro-Seminar. Special Topics. First Option, Topic I **three hours**

A comparative cultural study with the topic "France in Perspective." To be taken in conjunction with First Option, Topic II (below). Also available at West Virginia University. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. First Option, Topic II **three hours**

In conjunction with First Option, Topic I (above), a study with the topic "French Contemporary Literature." Also available at West Virginia University. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. Second Option **six hours**

This course, which may be taken instead of the First Option, is taken in the West Virginia University French Program Overseas. It has for its topic "Conversation and Contemporary French Culture." PR: Consent of instructor.

301. Literature of the Seventeenth Century **three hours**

Reading the plays of Corneille, Racine, Moliere with outside reports on other classical writers. Comprehension, speaking, reading and writing are all stressed. PR: Two years of college French or equivalent. Lab used.

310. Special Topics in French **three hours**

Supervised independent study reflecting the student's needs and interests. PR: Consent of instructor.

311. French Composition and Conversation I **three hours**

Part of the group consisting of 311 and 312, which may be taken in any order. Writing, conversing, and aural comprehension, with extensive use of audio-visual aids. Emphasis on practical proficiency, grammar, vocabulary building, and phonetics. Laboratory. PR: 12 hours of French.

312. French Composition and Conversation II **three hours**

Part of the group consisting of 311 and 312, as described under 311, with content consisting of French civilization and culture.

314. French Civilization and Culture **three hours**

A study of the basic historical development and significant contributions of France, its outstanding figures, its geography, traditions, contemporary social patterns, legends, songs, and influence on the United States. The instructional method emphasizes French conversation and extensive use of tapes, slides, and motion pictures. PR: 12 hours of French or consent of instructor.

321. Contemporary Literature **three hours**

Outstanding writers of the twentieth century, such as Camus, Ionesco, Proust, and Sartre. Emphasis is on reading comprehension. PR: 12 hours of French.

411. Advanced French Composition and Conversation **three hours**

Writing, conversing, and aural comprehension on an advanced level with extensive use of audio-visual aids. Emphasis on high level of proficiency, grammar, vocabulary, and pronunciation. PR: 18 hours of French, including one previous conversation course, and to be taken as late as possible in the sequence of courses

426. Main Currents of French Literature and Culture **three hours**

A coordinated study of French literature and culture from a thematic and unitary standpoint. The main and unique currents of French contribution to world civilization are distinguished. Texts taken from the Middle Ages to the Modern period, including selections from all genres. PR: French 202.

431. Methods and Materials in Teaching French **three hours**

Study and practice in teaching French language and literature, grades 5-12.

Geography

(School of Social Science)

199. Special Topics in Geography **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

210. Introduction to Geography **three hours**

An introduction to the physical and cultural elements of geography with a study of major geographical regions of the world.

305. Economic Geography **three hours**

A study of the production, consumption and exchange of goods by people throughout the world. Consideration is also given to spatial variations and influences of the natural environment and culture.

315. Urban Geography **three hours**

A study of urbanization process including origin, growth, function, spatial patterns, structure and hierarchical arrangement of urban centers, and urban problems, with special references to American cities.

330. Geography of North America **three hours**

A regional economic geography primarily of the United States and Canada from the standpoint of man's activities in relation to his natural surroundings and resources.

340. Geography of Europe **three hours**

A study of the important geographic concepts concerning man's activities in Europe and their importance to the United States and the rest of the world. A general overview will be made of Soviet European geography.

350. Geography of Latin America **three hours**

This course is a regional study of South America, Central America, Mexico, and the West Indies.

360. Geography of Africa **three hours**

A regional survey of the continent examining the great diversity that characterizes the area. Emphasis is placed on the complexity of the political pattern, the natural resources, economic development, and the physical setting.

370. Geography of Asia **three hours**

The study of Asia for the purpose of understanding the various Asian nations, their economic-geographic regions, major commodities, industry, commerce, and major problems.

399. Maps and Diagrams **three hours**

A presentation of statistical data by different kinds of diagrams, such as bar, pie, ring, and block diagrams and graphs; the preparation and understanding of maps; and introduction to the application of computers for maps and diagrams.

Geology

(School of Science and Mathematics)

101. Physical Geology **four hours**

This course is an introductory study of the materials, structures, and forces in the earth. Topics include: weathering, hydrology, glaciers, earthquakes, landslides, and volcanoes; and the physical and chemical processes that contribute to the earth's changing form and shape. Both surface and internal processes are covered with emphasis on the interaction between these processes, including the theory of plate tectonics. Three hours lecture and two hours lab per week. Lab includes field trips.

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102. Historical Geology **four hours**

This course is an introduction to the history of the earth from its origins to the present day. The evolution of the earth's oceans, ocean basins, atmosphere and life forms are also studied. The study of past life and continental position in geologic time is based on the interpretation of fossils, rocks, continental drift, and plate tectonics. Three hours lecture and two hours lab per week. Lab includes field trips. PR: Geology 101.

103. Introduction to Environmental Geology **four hours**

This courses explores the practical application of elementary geologic principles to everyday environmental problems. The course also covers the implication of hazardous earth processes, such as landslides, volcanoes, and earthquakes, as well as geologic aspects of human induced problems including mining, mineral production, subterranean waste disposal, and water and land use. Three hours lecture and two hours lab per week. Lab includes field trips. PR: Geology 101.

199. Special Topics in Geology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

Health Education

(School of Education/Health and Human Performance)

100. Personal Health **two hours**

The meaning and significance of the physical, mental, social and environmental factors of health and safety as related to the individual and to society are studied. Important phases of national problems, emphasis on college students and their current needs are emphasized.

150. Introduction to Health **three hours**

This course is an in-depth study of the several content areas relating to health; contemporary health problems and reciprocal relationships involving man, disease and the environment. The significance of the physical, mental, social, and environmental factors of health and safety as related to the individual and to society are studied.

199. Special Topics in Health **one-twelve hours**

Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Foundations of Health Education **two hours**

Historical, philosophical, sociological, and scientific foundations of health education as it relates to the present educational system and the changing society are examined.

202. Community and Environmental Health **three hours**

Philosophy, organization, identification, and function of federal, state, and local public health agencies, and their role in dealing with community health, environmental health, and safety problems are presented.

204. Health/Safety Seminar **three hours**

A comprehensive analysis of concepts essential for competence in developing a safe and healthy life-style is explored. The study will also involve the learning of essential first aid skills.

310. School Health and Safety **three hours**

A comprehensive approach to the development of school health and safety programs based upon the contemporary needs and problems is investigated.

325. Organizational and Planning Strategies in Health Education **three hours**

The purpose of this course is to develop strategies in organizing and planning a health education program. Emphasis is placed on K-12 curriculum development and design of teaching units.

370. Contemporary and Drug Behavior Issues **three hours**

Identification, analysis, and evaluation of our most critical health problems confronting society including drug abuse and addiction are examined.

400. Health Education for the Elementary School **two hours**

Specific areas of health relating to the needs of elementary school children are studied.

410. Seminar in Public Health Education **three hours**

The historical and philosophical development of public health agencies including governmental aspects, legal bases, organizational principles, personnel factors, and public relations is presented. Periodic field trips are included during the second eight weeks.

415. Human Sexuality **three hours**

The student will learn to identify the trends, issues and content necessary to analyze and develop methods and materials in sex education.

450. Field Practicum in Public Health **four hours**

Experience in field practice in public health for one semester under supervision of public health professionals will be provided. Pass/Fail.

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Health Information Technology

(School of Health Careers)

104. Introduction to Health Information **three hours**

This course serves as an introduction to the function and duties of a health information technician, the national and state professional organizations and orientation to the study of the basic health record in all health care settings. This will include analysis and assembly. The student will be introduced to hospital and governmental structure and medical staff organization. PR: Admission to the program or permission of program coordinator. Fall Semester.

105. Computers in Health Care **three hours**

This course will introduce the Health Information Technology student to computers in the health care arena. The student will be expected to complete a series of projects utilizing software/CDROM packages and to input material for a computerized patient record. PR: Keyboarding skill, enrollment in HIT program or consent of Program Coordinator. Spring Semester.

107. Storage Systems **three hours**

This course is designed to acquaint the student with various manual and computer storage and retrieval aspects of health care information. Included in this course will be optical image processing and computer based record. Taken concurrently with HIT 104. Fall Semester.

109. Hospital Statistics **three hours**

Hospital statistics is a course in which the methods of computing statistics of health care institutions and storage areas for this material will be discussed. Basic statistics applicable in health care institutions will be introduced. The course will include the study of vital and public health statistics, review of simple arithmetic principles as warranted, in depth study of hospital statistics; sources, definitions, collection, reporting, presentation and analysis of data, sources and uses of health data in the United States. Applicable statistical software will be utilized. PR: HIT 104. Spring Semester.

110. Legal Aspects of Health Information **three hours**

This course is designed to instruct the student in the basic legal principles, release of confidential health information, court procedures and conduct, and association with legal authorities. This course will include Risk Management, Quality Assessment, Utilization Review, JCAHO Accreditation in respect to legal implications in a health care facility. PR: HIT 104. Spring Semester.

200. Interpretation of Diagnostic Data **two hours**

This course is designed to introduce the health information specialist to the relationship between diseases, laboratory tests and drugs within the health record. This knowledge base will be useful in optimizing reimbursement. PR: Previous HIT courses or consent of HIT Program

Coordinator. Fall Semester.

202. Reimbursement Systems **three hours**

This course will examine reimbursement methodologies for various health care entities. Students will learn how to compare claims submitted to third party payers with actual reimbursement received. PR: Previous HIT courses. Fall Semester.

204. Quality Assessment/Utilization Review **three hours**

This course is designed to provide the student with the theoretical knowledge and technical skills relative to the operation of a quality assessment and utilization management program within a health care facility. The influence of government regulations and accrediting agency standards will be introduced. PR: Previous HIT courses. Fall Semester.

205. Classification Systems I **three hours**

This course is designed to emphasize the history and development of disease classifications. The student will spend time learning the procedures of various systems. Application of the current classification system will be emphasized. Prepared software will be used to enhance the understanding of the current classification system. Financial implications of the classification system will be discussed. Four hours lecture, two hours laboratory per week. PR: HIT 103, 104, 106, 107, and 110. Fall Semester.

206. Clinical Practicum I **four hours**

Students in this course will analyze, number, file, retrieve, transcribe, and prepare statistical reports. The student will be working with coding and abstracting of disease/procedure entities. This clinical practicum will take place in a health care facility. PR: HIT 104, 105, 107, 109, and 110.

207. Health Information Supervision **five hours**

This course is designed to introduce management functions required to direct a health information department. This will include procedure development, job descriptions, research for a proposal, layout as well as other areas of management. Current standards of health care are presented; JCAHO and State Lincensure. PR: All previous HIT courses. Spring Semester.

208. Clinical Practicum II **four hours**

This is a four credit , four week course requiring 30 hours of clinical practicum per week. The student will be provided opportunity to practice all skills acquired thus far in the two-year program. PR: HIT 206.

209. Classification Systems II **three hours**

This course is designed to introduce the student to the current use of CPT-4 classification. Various situations for this use will be utilized, physician's office, outpatient, and ambulatory care settings. PR: All HIT classes. Spring Semester.

History

(School of Social Science)

107. United States History I **three hours**

Examines the main outlines of American history from pre-Columbian native American cultures to the end of the Civil War with emphasis on the Colonial, Revolutionary, Early Republic, and Civil War eras.

108. United States History II **three hours**

Examines the main outlines of American history from Reconstruction to the present with emphasis on the political, social, cultural, economic, and diplomatic forces that contribute to America's emergence as the world's leading industrial democracy.

211. World Civilizations I **three hours**

An intermediate-level survey of worldwide historical developments, emphasizing major civilizations from pre-historic times through classical ancient empires to the early Middle Ages. Recommended for sophomores and well-prepared freshmen.

212. World Civilizations II **three hours**

An intermediate-level survey of worldwide historical developments, emphasizing major civilizations from the Middle Ages to the social, political, and industrial revolutions of the eighteenth century. Recommended for sophomores and well-prepared freshmen.

213. World Civilizations III **three hours**

An intermediate-level survey of worldwide historical developments from the French Revolution of 1789 to the present era, emphasizing major civilizations and the modern growth of global interdependence. Recommended for sophomores and well-prepared freshmen.

302. West Virginia **three hours**

West Virginia history, government, and geography from the first settlements to the present time. PR: History 107, 108.

310. Diplomatic and Military History of the United States **three hours**

The foreign relations of the United States and the development of basic American foreign policies from the colonial background to the super-power status of the present day, with special attention to war and its foreign-policy consequences. PR: History 107, 108.

315. Colonial America **three hours**

The American colonies from their beginnings to the end of the Revolutionary War. PR: History 107.

316. The Early Republic **three hours**

United States history from the Revolutionary War to the close of the Mexican War. PR: History 107.

317. Civil War and Reconstruction **three hours**

The victory of the Federal Union over sectional division. PR: History 107.

318. The Gilded Age to the Great Crash **three hours**

The United States from 1876 to 1929. PR: History 108.

319. Recent America **three hours**

America's emergence as a leading world power. PR: History 108.

333. Social History of the American Woman **three hours**

An examination of women's changing roles and contributions to American society. PR: History 107 or 108.

344. African-American History and Culture **three hours**

A survey of African-American experience in the United States from the African cultural background and slavery through the present-day urban experience. PR: 107 or 108.

351. History of England **three hours**

From Roman Britain to the present day. PR: 211 or 212 or 213.

352. History of Russia **three hours**

Development of the Russian people from the time of their appearance as a national entity, through the tsarist, imperial, revolutionary, and Soviet eras to the present. PR: 211 or 212 or 213.

405. History of Africa **three hours**

Survey of African history from the earliest time to the present with emphasis on the medieval, colonial, and modern periods. PR: 211 or 212 or 213.

410. History of Asia **three hours**

An intensive survey of Asian cultural developments from the earliest times to the present, with special emphasis on the impact of the West on Asian nations. PR: 211 or 212 or 213.

420. History of Latin America **three hours**

Conquest and colonial developments in South America from Columbus to Latin America's role in contemporary perspectives. PR: 212 or 213.

425. Medieval Europe **three hours**

Formative development in intellectual, social, economic, and political history from the fall of Rome. PR: 211 or 212.

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431. Recent Europe **three hours**

Problems of readjustment in the 20th century: the League of Nations, Fascism and Communism, the World Wars, the Cold War, and the European Community. Spring Semester. PR: 212 or 213.

455. Revolutions in History **three hours**

A study of revolutionary thought and action as a force in world history since ancient times. Major topics include the American and French Revolutions of the eighteenth century, the Chinese and Russian Revolutions of the early twentieth century, and a sampling of more recent revolutionary movements in representative regions of the world. PR: 211 or 212 or 213.

465. Urban History **three hours**

The emergence of cities in the Old World and their subsequent development; an analysis of American urbanization from the colonial period to the present. PR: 211 or 212 or 213.

475. Philosophy of History **three hours**

A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience. Credit in either philosophy or history. PR: 211 or 212 or 213 or Philosophy 200.

499. Selected topics **three hours**

Advanced study of topics specially selected by members of the history faculty according to student demand. No more than two Special Topics courses count toward a major in history.

Human Services

(Community and Technical College)

100. College Orientation **one hour**

This course is designed to acquaint entering freshmen with various academic, economic, and social aspects of college life, including student services, such as the academic advising system. This course is offered on a credit/non-credit basis.

103. Community Service Learning **one hour**

Community Service Learning provides opportunities for students to perform meaningful service to the community while engaging in conscious reflection and critical analysis activities which meet service learning objectives. The course is based upon an experiential learning format which includes the college, the student, and the community. Students may complete a maximum of 3 credit hours of service learning toward graduation requirements.

199. Special Topics in Human Services **one-twelve hours**

Students in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

Journalism

(School of Language and Literature)

199. Special Topics in Journalism **one-three hours**

Staff participation on The Columns, student newspaper; The Mound, yearbook; Whetstone, literary magazine; or as a photographer for any student publication.

240. Reporting **three hours**

Comprehensive study of fundamental writing forms, styles and mechanics for both print and broadcast media, including school publications. Gives practical experience in basic writing styles used in scholastic, collegiate and professional mass media. Valuable as a test of writing ability and for making students more discerning media consumers. Open to second semester freshmen and above or to first semester freshmen with previous high school journalism experi-

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ence or to those exempt from English 104. Required for journalism minor and graphics programs. Offered fall and spring semesters. Three hours lab required. (Enroll in both Journalism 240 and Journalism L240.)

270. Communications in Society **three hours**

Survey of mass media in a democratic society and an introduction to mass media career opportunities and preparation. Open to all students. Of interest to those undecided about their careers, especially those with scholastic journalism experience. Required for journalism minor. Offered during spring semester.

280. History of American Journalism **three hours**

Comprehensive chronological presentation of the development of American mass media by showing relationship of the past with the events of today and delineating their impact on the American way of life. Examines the American press from the seventeenth century to date, freedom of press and its present implications. Required for journalism minor. Offered during fall semester.

312. The Publications Process **three hours**

Deals with the practical concerns typical to anyone charged with producing a publication, particularly teachers who may supervise a student newspaper, yearbook, magazine, or handbook. Students will be encouraged to work on various college publications since "hands-on" knowledge of the skills necessary for publication production will be emphasized, including: reporting, editing, proofreading, layout, typography, photo selection, graphic design, desk-top processing, and staff assessment and supervision. Required for English teaching specialization. PR: Eng. 104, 108.

334. News Photography **three hours**

Basic camera and developing techniques during four hours of lecture-laboratory time per week. Introduces photography as a means to document and a medium of expression. Camera, film supply, equipment and chemicals required. Taught with cooperation of School of Technology. Limited enrollment.

340. Internship **one-three hours**

Practical writing experience on the college newspaper, yearbook, public relations, and sports information staffs or area broadcast outlets plus guided reading in the student's field of major journalistic interest. Minimum of three lab hours required weekly. Offered both fall and spring semesters on an arranged basis. PR: completion of Journalism 240 or 343 or consent of instructor.

Learning Skills

(Community and Technical College)

***Developmental Skills**

102. Reading and Study Skills **three hours**

Individualized and group instruction in the basic techniques of reading, including word recognition, vocabulary and comprehension skills, and in study skills, including time management, textbook comprehension, notetaking and test preparation.

103. General Math **three hours**

The following topics will receive attention in this course: basic operations (adding, subtracting, multiplying and dividing) whole numbers and fractions, decimals, and percents; solving reading problems; interpreting basic statistical information; implementing critical thinking skills to solve problems, and applying mathematics to daily living. Students with weak basic math skills are encouraged to enroll in DS 103 before enrolling in DS 104.

104. Pre-Algebra **three hours**

The following topics will receive attention in this course: positive and negative integers, order of operations, fractions, solving elementary equations, and introduction to working elementary word problems. Students scoring below 19 on the math section of the ACT or below

430 on the math section of the SAT may be strongly encouraged to enroll in DS 104 based on their score on a math placement test administered at the time of registration.

105. Elementary Algebra **three hours**

The following topics will receive attention in this course: Number systems, fundamental laws of algebra, algebraic operations, and linear equations in one and two variables. Students enrolling in this course should be able to manipulate fractions and positive and negative integers and to solve elementary equations. Students scoring below 19 on the math section of ACT or below 430 on the math section of the SAT or have not yet taken such a standardized college entrance exam are required to complete successfully DS 105 before enrolling in a college-level math course.

106. Elementary Plane Geometry **three hours**

The following topics will be covered in this course: set notation; introduction to logic; inductive and deductive reasoning; direct and indirect proofs; introduction to points; analytical and graphical plane geometry. DS 106 is a prerequisite for students who scored below a 19 on the math ACT test and for students who did not complete one unit of high school geometry.

107. Composition Skills **three hours**

This course is designed to improve students' skills in written composition in order to prepare them for college-level writing tasks writing tasks. The course is taught via word processing and emphasizes the generation of a series of multi-paragraph essays. Students are taught to develop clear thesis statements and topic sentences, as well as coherent introductions, bodies, and conclusions with appropriate transitions and a minimum of mechanical errors. Students who score below 17 on the English section of the ACT or below 410 on the Verbal section of the SAT are required to enroll in this course. Further, students scoring between 17-24 on the English section of the ACT or comparable score on the SAT and whose placement essays have not met the minimum criteria established by the English department are required to enroll in this course.

199. Special Topics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the Coordinator.

*Credit cannot be counted for graduation purposes.

****Accelerated Skills**

101. Speed Reading **two hours**

This course is designed to sharpen perception, increase eye span and improve eye movements. Extensive reading material is used to integrate efficient reading techniques into daily reading. The course's goal is to increase speed 25 percent and to maintain comprehension of 80 percent or better. Students taking or who have taken a developmental reading course should consult with the instructor before enrolling in this course.

104. Words and Usage **three hours**

Computer-assisted instruction is provided in vocabulary enhancement by stressing contextual and etymological studies and dictionary and thesaurus exercises. The course is designed to expand the students' receptive, expressive, and discipline-specific vocabularies. The words studied are taken from suggested lists for college sophomores and from a list generated from students' specialized fields of study. No previous computer experience is necessary.

110. Tutorial Practicum **one hour**

An accelerated course designed to train students as peer tutors in their major fields of study. Peer tutors participate in a series of workshops which train them to interact with students in need of academic assistance. Tutors learn and practice various tutoring techniques that are in accord with current theory on peer teaching and respond to contemporary readings in the field. Students must have at least sophomore standing and have a minimum GPA of 2.50. Prospective tutors must be recommended by two faculty members. Education majors are encouraged to enroll.

199. Special Topics in Skills Acceleration **one-twelve hours**

A service course to other Schools in accelerated skills (such as the French or Spanish Workshops). The course is to be approved by the chairman of the School requesting the service course, the Program Coordinator and the Provost for the Community and Technical College. Credits earned will be applicable as free electives in degree and certificate programs.

**Credit is counted for graduation purposes.

Information Systems

(School of Business and Economics)

Information Systems (IS)

IS 110. Microcomputer Operating Systems and Hardware **three hours**

This course is an introduction to personal computer operating systems, with an emphasis on DOS. A variety of operating system commands, ranging from basic to advanced, are covered. Topics include system configuration, diskette and hard disk management, file maintenance, the writing and use of batch files, I/O redirection, and the use of utility programs such as text editors and file compression programs. Working with a graphical environment is also discussed. Microcomputer hardware topics such as preventive maintenance, performing PC diagnostics, installing expansion cards, and adding and maintaining peripherals are also covered. This course is not open to students who have credit in CS 108.

IS 210. Applied Business Programming **three hours**

This courses provides the students with an understanding of the capabilities and limitations encountered in programming information processing applications. The student will independently write programs which create, update and process disk files. General business programming concepts are emphasized rather than computer science fundamentals. This course may not be substituted for Computer Science 100,101, or 102, and is not open to students with credit in CS 108. PR: Math 107, IS 110.

IS 220. Spreadsheet Design **three hours**

This course is designed to introduce spreadsheet modeling and design. Through hands-on computer work, the student will become familiar with a spreadsheet application package. The course will stress good design techniques as well as spreadsheet techniques and model building. PR: IS 110 or Computer Science 100, and Accounting 201.

IS 230. Information Systems **three hours**

The course is an introduction to basic business information systems including networking, systems analysis and design. PR: IS 110 or CS 100, and Accounting 201.

Library Science

(School of Language and Literature)

199. Special Topics in Librarianship **one-twelve hours**

200. Reference and Bibliography **three hours**

An introduction to basic reference sources, including their analysis, use, evaluation, and selection. Covers both printed and computer-based sources of information. Emphasizes practical reference skills. First semester only.

210. Library Materials for Adolescents **three hours**

A study of the philosophy and principles used in selecting materials and in designing library-media programs for young people. A wide variety of material is studied with an emphasis on collection development for young adults. Second semester only.

302. Cataloging and Classification **three hours**

A hands-on cataloging course which includes descriptive cataloging, subject analysis and the creation of call numbers. Basic catalog management techniques are covered as well as technical processing skills. Second semester only.

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303. Technologies and the Library **three hours**

This course is an introduction to the history, function and management of technologies and non-book material components in the library. Through hands on experience, the student will have the opportunity to operate and evaluate these technologies, components and other resources. First semester only.

304. Organization and Administration **three hours**

A study of the philosophies, objectives and methodologies involved in the operation of libraries. Emphasizes policies, guidelines and standards, budget, staff, equipment and facilities, public relations, reports and statistics. First semester only.

305. Library in the Educational Process **three hours**

A study of the role of the library in the total school program. Focuses on the implementation of the school's goals through instruction, consultation, and curriculum support activities. Emphasizes a resource-based approach to learning. Second semester only.

400. Library Practice **three hours**

A minimum of 100 hours of practical experience in a library. For a B.A. in Education this course must be taken concurrently with Education 420 or Education 450. PR: LS 200, 210, 302, 303, 304, 305, Eng. 354.

Management

(School of Business and Economics)

209. Principles of Management **three hours**

The emphasis in the course is on the modern approach to the field of management. The theoretical and practical approaches are presented along with analytical techniques that are applicable in the various management and production areas.

214. Office Management **three hours**

Office management is the study of principles as applied to job analysis, production measurement, paper-flow analysis, office design, work allocation and scheduling, construction and use of procedures manuals, forms design, criteria for equipment acquisition, staffing, supervising and motivating employees, labor-management relations, employee benefits, and information distribution and retrieval technologies.

305. Small Business Management **three hours**

Designed to familiarize the student with the management function required to operate a small business. The problems and requirements for success are studied and the student learns how to succeed as an independent business entrepreneur.

308. Personnel Management **three hours**

A study of the field of personnel management and industrial relations including its background, development, and modern practices.

390. Human Behavior in Organizations **three hours**

The purpose of the course is to introduce the student to the problems of human behavior in the organizational setting and the approaches available for solving these problems. The course will examine the theories on individual, interpersonal and group behavior in organizations, and will follow this with considerations of how organizations may be designed to utilize the talents of the individuals, and how managers may make use of the theories of motivation, communication, and interaction in accomplishing the objectives of the organization. PR: 209.

409. Quantitative Management **three hours**

A study is made of the quantitative techniques which have been incorporated into the business environment in recent years. Menu-driven software is used to find solutions to problems associated with the more popular management science techniques.

Marketing

(School of Business and Economics)

204. Marketing **three hours**

A study of those business activities that direct the flow of goods and services from producers to consumers. PR: Econ. 201, 202, or consent of instructor.

205. Salesmanship **three hours**

A study of techniques appropriate to personal selling, both retail and contact. Students are given opportunities to construct and give sales presentations.

300. Retailing **three hours**

Presents an overview of retailing, including such areas as organizational structure, merchandising practices and procedures, promotional activities, store planning and layout, and control methods, thus providing technical and theoretical knowledge necessary for attaining middle management employment in this field.

312. Retail Field Experience **four hours**

Students are placed in part-time retail occupations in carefully selected establishments consistent with their career objectives. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. A total of 240 hours is required to be completed during four semesters. Open only to students in retail program.

320. Advertising **three hours**

A survey course of the social, psychological, and some technical aspects of advertising. For Business and Journalism students.

411. Marketing Management **three hours**

This course is designed to provide a more in-depth study of marketing theory and processes. Emphasis will be placed on the analysis and decision-making processes required of marketing managers. PR: Marketing 204.

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Mathematics

(School of Science, Mathematics, and Computer Science)

101. Applied Technical Mathematics I **three hours**

This course is an introduction of fundamental mechanics and techniques for performing operations with algebraic expressions and subsequently solving linear equations, systems of linear equations, and quadratic equations. This course also introduces trigonometric functions and is designed to develop methods of solving right angles and oblique triangles using trigonometry. This course cannot be used to satisfy the general studies math requirement. PR: (a) one unit of high school algebra and a Math ACT score of 19 or higher or Developmental Skills 105, Elementary Algebra AND (b) one unit of high school geometry or Developmental Skills 106, Elementary Geometry and Trigonometry.

102. Applied Technical Mathematics II **three hours**

This course is a continuation of Math 101. Topics covered include solving radical equations and polynomial equations, complex numbers, exponential and logarithmic functions, inequalities, and trigonometry. PR: Math 101.

107. Fundamental Concepts of Mathematics **three hours**

This course is an introductory survey course in mathematics including elementary logic, set language, a discussion of various number systems, numerations systems, introductory number theory, probability, and other related topics. It cannot be substituted for Math 110. PR: (a) one unit of high school algebra and a Math ACT score of 19 or higher OR (b) Developmental Skills 105, Elementary Algebra.

110. Mathematics for Elementary Teachers I **three hours**

An introductory course in mathematical ideas, this course includes basic concepts of set theory, properties of operations and a logical development of the real number system and its subsystems. Understanding of the basic operations is stressed. This course cannot be used as math credit toward certification for teaching mathematics. Credit for this course does not count for the general studies requirement in science and mathematics. PR: (a) one unit of high school algebra and a Math ACT score of 19 or higher OR (b) Developmental Skills 105, Elementary Algebra.

111. Intermediate Algebra three hours

This course is an introductory course in college algebra. This course cannot be used as mathematics credit toward certification for teaching mathematics. Credit may be earned for either Math 111 or 101 but not both courses. Credit for this course does not count for the general studies requirement in science and mathematics. PR: (a) One unit of high school algebra and a Math ACT score of 19 or higher OR (b) Developmental Skills 105, Elementary Algebra.

112. College Algebra three hours

This course includes a review of real numbers, algebraic expressions, equations and inequalities, graphing, matrix operations and properties, systems of equations, exponents and radicals, mathematical induction, binomial expansion, progressions, and related topics. PR: Math 111 OR high school algebra I and II with a Math ACT score of 21.

113. Applied Statistics four hours

This course is an introduction to statistics with appropriate applications. Major topics covered are descriptive statistics, introduction to probability, binomial distribution, normal distribution, sampling and estimation, hypothesis testing, and regression and correlation. A problem solving approach and modern software will be used to study the normal, t, chi-square and F distributions. The course consists of three hours lecture and one one-hour laboratory per week. PR: (a) Math 102 or Math 112 OR (b) two units of high school algebra, one unit of high school geometry, and an ACT mathematics score of at least 21.

115. Trigonometry and Elementary Functions three hours

This course includes a study of circular and trigonometric functions, trigonometric identities, equations and graphs, vectors, logarithms, complex numbers, functions and inverse functions, and related topics. PR: (a) High school Algebra I and II with a Math ACT score of 23 or higher or Math 112 AND (b) High school geometry or Developmental Skills 106, Elementary Geometry and Trigonometry. Note: This course is designed for students who have never had trigonometry and for those who need to review trigonometry.

170. Introduction to Mathematical Analysis four hours

Math 170 is designed to help those students pursuing a degree in mathematics, who have not had five years of high school mathematics, gain the mathematical maturity required for courses at the calculus level and beyond. Topics include: an introduction to formal logic and set theory, the principle of mathematical induction, properties of real and complex numbers with proofs, general functions and related notions, sequences and series. Emphasis is placed on building a foundation for further study in mathematics, rather than on manipulative skills. PR: (a) High school algebra I, algebra II, geometry, trigonometry with a Math ACT score of 23 or higher or (b) Math 115.

190. Calculus I four hours

This course is the calculus of one variable beginning with an intuitive study of limits and a geometric interpretation of the derivative. Topics include: differentiation of functions and the application of the derivative to graphing functions, approximating functions, solving max/min problems and related rate problems; antidifferentiation and its link to the signed area under a curve; the fundamental theorem of calculus and applications of the definite integral. PR: (a) High school Algebra I and II, high school geometry, high school trigonometry with a Math ACT score or 25 OR (b) Math 115.

199. Special Topics in Mathematics one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Mathematical Logic three hours

Sentential and general theory of inference, theory of proof and definition, elementary intuitive set theory. PR: Math 115 or consent.

201. Mathematical Logic three hours

A continuation of Math 200. PR: Math 200.

206. Introduction to the Theory of Numbers three hours

Prime Numbers; the unique factorization theorem; congruences, Diophantine equations; primitive roots; the quadratic reciprocity theorem. PR: Math 190 or consent.

210. Mathematics for Elementary Teachers II three hours

This course is intended to follow Math 110. Topics covered in the course include an introduction to logic, numeration systems including bases other than ten, properties of real numbers, finite mathematics, solution of equations and inequalities. Credit for the course does not count for general studies requirement in science and mathematics. PR: Math 110.

212. Sets, Relations and Functions three hours

Topics to be studied are those related to sets, relations and functions which are common to most upper level mathematics courses. This course is designed and required for students majoring in mathematics but may be used by other students to satisfy their general education requirement. The course will be offered during the fall semester of each year. PR: Math 170 or Math 190 or Consent of Instructor.

214. History of Mathematics three hours

A historical development of mathematical ideas beginning with the geometry and computational methods of antiquity and continuing through the calculus. PR: Math 115 or equivalent.

216. Introduction to Discrete Mathematics three hours

This course is designed to provide a survey of the mathematical reasoning and the objects of study found in discrete mathematics. Topics considered include sets, relations, functions, combinatorics, graphs, trees, discrete probability, and recurrence relations. Interspersed throughout the course will be material on the nature of proof and analysis of algorithms. PR: Math 115

315. Calculus II four hours

This course is a continuation of Math 190, calculus of one variable. Topics include applications of the definite integral, exponential and logarithmic functions, inverse trigonometric functions, techniques of integration, conic sections, plane curves and polar coordinates, limits involving indeterminate forms, improper integrals, sequences, and infinite series. PR: 190.

316. Calculus III four hours

This course is a continuation of Math 315. Sequences and series will be followed by a study of calculus of two and three variables. Topics include vectors, dot product, cross product, lines, planes, vector functions and their derivatives and integrals, the study of quadratic surfaces, partial differentiation, gradient, and double and triple integrals. PR: 315.

323. Mathematics for Elementary Teachers III three hours

This is the last of three courses intended to give prospective elementary teachers an adequate background and training in the concepts and skills of basic mathematics. A study of metric and non-metric geometry will be made, including both an informal and formal approach to proofs of elementary theorems. PR: Math 210 or concurrent registration with consent of instructor.

335. Probability and Statistics three hours

Sample spaces, events as subsets, probability axioms, finite sample spaces and equiprobable measure as special case, binomial coefficients and counting techniques applied to probability problems, conditional probability, independent events. Bayes' formula. Random variable, probability functions, density and distribution functions, special distributions, independent random variables. Poisson and normal approximation to the binomial, some statistical applications. Estimation and sampling, point and interval estimates, hypothesis-testing, power of a test, regression. PR: Math 315 or consent.

336. Probability and Statistics three hours

Random variables and distributions, sequences, of random variables, Markov chains, stochastic process. PR: Math 335.

342. Numerical Analysis three hours

Solutions of equations. Functional iteration of equations, analysis of special methods such as the methods of false position and of Newton; iteration for systems of equations. Reduction to

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first order systems. Gaussian elimination and some iterative methods for inversion. PR: CS 102, Co-requisite Math 316.

361. Abstract Algebra **three hours**

Sets, relations, functions, operations, etc. Algebraic systems: integers, rationals, matrices, etc. isomorphism and examples. Equivalence classes. Groups. Subgroups, cyclic groups, basic theorems, Lagrange's theorem. Homomorphism, normal subgroup, quotient group. The isomorphism theorems. Rings, integers, matrices, polynomials, integral domains, fields, quotient field. Homomorphism, ideals, residue class rings. Unique factorization domains. Euclidean domains, integers, polynomials over a field. Division algorithm, highest common factor, unique factorization in Euclidean domain. PR: Math 190 and Math 212, or consent of instructor.

362. Linear Algebra **three hours**

Vector spaces abstractly defined. Linear dependence and independence. Bases and subspaces. Dimension of linear space. Linear mappings, kernel and image of a map. Rank of a map. Linear maps as a vector space. Composition of mappings and multiplication of matrices. Relation between linear mappings and systems of linear equations. Row reduced echelon matrix, invertible matrices, calculation of inverse. Linear inequalities and half spaces. PR: Math 315 or Co-requisite Math 315 or consent.

372. Modern Geometry **three hours**

A brief review of informal Euclidean Geometry, including areas and volumes. A formal development of Euclidean geometry utilizing concepts such as incidence, convexity separation, distance functions, angular measurement functions. Other geometric topics such as topology, non-Euclidean geometry, finite geometries, projective geometry and transformational geometry are briefly introduced. PR: Math 190 or consent.

375. Topology **three hours**

This course consists of the study of topological spaces and topological notions including continuity, convergence, separation, compactness, and connectedness. PR: Math 212, 315.

391. Real Analysis **three hours**

Real numbers, topology of the reals, infinite series, continuous functions, sequences and series of functions, differentiation, integration, power series. PR: Math 212, 316.

400. Seminar **one-three hours**

PR: Consent.

401. Differential Equations **three hours**

First-order and simple higher-order ordinary differential equations and their applications, linear differential equations with constant coefficients and their application, simultaneous differential equations and their applications, the numerical solution of differential equations, solution of differential equations by use of series. PR: Math 316.

411. Advanced Calculus **three hours**

Sets, relations and functions, composite and inverse functions, countable sets, ordered fields, sequences, operations with sequences, nested intervals, Cauchy sequences, open and closed sets, limits and continuity, differentiation, integration. PR: Math 212, 316.

413. Introduction to Complex Variables **three hours**

The algebra and geometry of complex numbers. Definitions and properties of elementary functions, e^x, sin x, log z, Analytic functions, limits, derivatives, Cauchy-Riemann equations. Integration. Integrals, functions defined by integrals. Maximum modulus, Liouville's theorem, fundamental theorem of algebra. Series. Taylor and Laurent series. Uniform convergence, term-by-term differentiation, uniform convergence in general. Domain of convergence and classification of singularities. The residue theorem. PR: Math 212, 316.

431. Methods and Materials in Teaching Mathematics **three hours**

This course is designed for senior education majors with a math teaching specialization in either grades 5-12 or 5-8. Mathematics curricula and methods at the middle and high school levels are studied. Numerous laboratory experiences such as microteaching and math tutoring are required. 5-8 majors must complete Math 431 prior to enrolling in the IPP. PR: 5-8 majors; Math 170 and a 2.5 average in math courses completed; 5-12 majors; Math 316 or consent and a 2.5 average in math courses completed. Offered fall semester only.

Medical Laboratory Technology

(School of Health Careers)

101. Introduction to Medical Laboratory Technology **three hours**

A study of the history, safety, terminology, and techniques associated with medical laboratory technology as a profession. Emphasis is placed on disease states and tests associated with hematology, chemistry, microbiology, and blood banking. The application of quality control and laboratory calculations will be addressed. PR: Permission of Instructor. Fall Semester.

102. Clinical Microscopy and Laboratory Instrumentation **three hours**

Continuation of MLT 101 with emphasis on the practical aspects of medical technology. Through a combination of lecture and laboratory experience, students will be exposed to basic clinical laboratory techniques including: instrumentation, venipuncture and clinical microscopy. Two lab hours per week and two lecture hours per week. PR: Admission to MLT Program. Spring Semester.

199. Special Topics in Medical Laboratory Technology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. Arranged.

200. Clinical Serology **two hours**

Lectures and laboratory demonstrations involving clinical serology. Principles, theory, and diseases related to various antigen-antibody techniques will be discussed, including AIDS and hepatitis. PR: MLT 101 and 102. Spring Semester.

201. Clinical Serology Practicum **one hour**

Laboratory practice in the performance of serologic tests. Students will receive experience in tests utilizing serial dilution, agglutination reactions, and other methods of antigen-antibody testing. PR: MLT 101 and 102. Arranged.

202. Clinical Biochemistry Lecture **four hours**

Lectures explaining procedures utilized in the clinical chemistry laboratory. Principles, reactions, and diseases related to the various biochemical tests will be discussed. PR: MLT 101 and 102. Fall Semester.

203. Clinical Biochemistry Practicum A (First Rotation) **two hours**

Laboratory experience in the basic methods of chemical analysis and reagent preparation. Students will receive practice in manual as well as automated methodologies. PR: MLT 101 and 102. Arranged.

204. Clinical Biochemistry Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with emphasis on developing proficiency in the performance of the various chemical tests. PR: MLT 203. Arranged.

205. Clinical Microbiology Lecture **four hours**

Lectures in clinical bacteriology. Both pathogenic and non-pathogenic bacteria will be studied. Biochemical and serological methods will be discussed relative to the identification of various bacteria. PR: MLT 101 and 102. Fall Semester.

206. Clinical Microbiology Practicum A (First Rotation) **two hours**

Laboratory experience in basic microbiology procedures. Students will learn methods of handling specimens, preparing media, and performing various tests leading toward the identification of bacteria. PR: MLT 101 and 102. Arranged.

207. Clinical Microbiology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with greater emphasis on identification of various microorganisms. PR: MLT 206. Arranged.

208. Clinical Mycology and Parasitology **two hours**

Lecture and slide study of mycological and parasitological species. Students will have lectures of concise, systematic introduction to the biology and epidemiology of human parasitic and

209. Clinical Microscopy Practicum **one hour**

Laboratory practice in the collection and performance of various urinalysis tests including

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microscopic examination of urinary sediment. PR: MLT 101 and 102. Arranged.

210. Clinical Hematology Lecture **four hours**

Theory, principles, applications, techniques of measurement and functions of blood cells, hemoglobins, hemostasis, myeloproliferative disorders, cytochemistry, and quality control. (3 hours lecture, 3 hours lab) PR: 101 and 102. Summer.

211. Clinical Hematology Practicum A (First Rotation) **two hours**

Laboratory experience in evaluating blood smears, practice in manual and automated counting techniques and coagulation procedures. PR: MLT 101 and 102. Arranged.

212. Clinical Hematology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with emphasis on proficiency in reading blood smears. PR: MLT 211. Arranged.

213. Immunohematology Lecture **four hours**

Theory, principles, applications and techniques of antigen-antibody reactions dealing primarily with blood typing and transfusions. Genetics, legal aspects, hemolytic diseases and quality control. (3 hours lecture, 3 hours lab) PR: 101 and 102. Summer.

214. Immunohematology Practicum A (First Rotation) **two hours**

Laboratory experience in the techniques of blood banking. Students learn to type blood, crossmatch blood and prepare some blood components. PR: MLT 101 and 102. Arranged.

215. Immunohematology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with emphasis on donor history taking and donor bleeding. PR: MLT 214. Arranged.

216. Seminar **two hours**

This course will correlate students'didactic knowledge with their clinical experience. Guest speakers and field trips will introduce the students to other aspects of laboratory medicine. For completion of the class, the student must write and present a research paper on one facet of the laboratory. PR: ML 101 and 102. Spring Semester.

Military Science

(School of Social Science)

Basic Phase Courses - No uniform or haircut requirements

105. Military Science I Part A **two hours**

This basic introductory course will cover the organization and development of the United States Army and Army ROTC; basic leadership concepts; general military subjects, including first aid, map reading and United States Army equipment. Rappelling is offered as an optional personal enrichment subject. PR: Freshmen or sophomore standing or consent.

106. Military Science I Part B **two hours**

The discussion will involve the role of the United States in world events, policies and traditions in peace and war; continued instruction in leadership fundamentals and general military subjects, including further study of first aid and map reading. Optional personal enrichment subjects will include rappelling and visits to army installations. PR: Freshmen or sophomore standing or consent.

107. Military Science II Part A **two hours**

This course involves a more in-depth study of leadership and management with emphasis on the fundamental concepts and skills required of today's citizen-soldier. Instruction will be provided in basic military skills such as drill and ceremonies and land navigation. PR: Freshmen or sophomore standing or consent.

108. Military Science II Part B **two hours**

Intermediate-level instruction is provided in fundamentals of leadership and management with emphasis on the military application of these fundamentals. An introduction will be given to small-unit tactics and organizations. Further instruction is provided in basic military skills. PR: Freshmen or sophomore standing or consent.

199. Special Topics in Military Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by instructor and approved by the School's chairman.

Advanced Phase Courses - Commitment to Military Science Obligation

211. Military Science III Part A **three hours**

This course examines the requirements for military training and the psychological and technical aspects of effective instruction, as well as the military career system and the occupational specialties options available. Practical leadership training activities such as drill and ceremony and physical training (which also provides required physical conditioning) is included. Two lectures and three one-hour leadership/military physical training laboratories each week. PR: MS I and II course completion; or prior military service; or completion of basic training, or Basic ROTC Summer Camp attendance and consent of instructor; or instructor's consent under the alternate Entry Option Program.

212. Military Science III Part B **three hours**

Race relations/drug abuse and alcohol seminars are conducted to familiarize students with the leadership techniques involved in coping with these social problems. Additionally, practical training is conducted in squad and platoon-level tactics; further practical leadership training is provided by activities such as drill and ceremony and physical training (which also provides required physical conditioning); students are prepared for Advanced Camp. Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211 or consent.

213. Military Science IV Part A **three hours**

This course stresses the responsibilities of an officer and affords leadership experience through performance as a cadet leader. Military staff procedures, military law, and tactical military operations, which prepare the student for future service, are studied. Practical leadership training is stressed by participation in and evaluation of activities such as drill and ceremony and physical training (which also provides required physical conditioning). Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211 and 212.

214. Military Science IV Part B **three hours**

Advanced leadership techniques, behavior patterns, and personnel management problems are discussed in seminars. The military role in United States foreign policy, military history, and world affairs is examined. Practical leadership training involves taking part in and evaluating activities such as drill and ceremony and physical training (which also provides required physical conditioning). Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211, 212 and 213.

Music

(School of Fine Arts)

Note: All applied courses (Music 103, 303, 107, 307, 141, 341, etc., including those marked with an asterisk):

a. Open to students with sufficient musical background to benefit from individual instruction in techniques of playing band and orchestral instruments. Acceptance of the student will be the prerogative of the instructor. See Music Department Handbook for applied requirements, recitals, and applied levels.

b. One hour credit applied music courses require one-half lesson per week plus daily practice of one hour.

c. Two-hour credit applied music courses require two one-half lessons per week or one hour lesson per week plus two hours daily practice.

d. Student desiring to take two hours for applied lessons must have the permission of their instructor. This permission is usually given only to music majors.

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101. Concerts, Recitals, and Seminars **No Credit**

Pass or fail to be issued each semester. Scheduled campus concerts, seminars. Music majors and minors are required to attend 50 percent of these programs each semester enrolled in college, except when practice teaching.

103.* Organ I-IV; 303. Organ I-IV (last four semesters) **one-two hours**

The program of study will be fitted to the individual needs of the subject. PR: Piano proficiency and approval of instructor.

105. Piano Class I-II **one hour**

This course is designed for all students in beginning piano. This will be conducted as a class with each member being offered opportunity for participation. PR: For Piano Class II, Piano Class I.

107.* Piano I-IV; 307. Piano I-IV (last four semesters) **one-two hours**

See description under Music 103. Students must consult with instructor for section placement on the first day of classes.

108. Beginning Theory (on demand) **two hours**

This course is designed for beginning music students who need additional background in theory.

109. Theory, Comprehensive **four hours**

This course is organized in five interacting streams of study to develop the skills necessary for the perception and understanding of music. These streams of study are comprised of formal and harmonic analysis, composition, ear training, keyboard harmony and singing. This study surveys the compositional techniques of the eighteenth and nineteenth centuries. A weekly lab of five minutes is required. Fall Semester.

110. Theory, Comprehensive **four hours**

A continuation of Theory 109, with emphasis in compositional study involving modulation and musical perception with and without score. Five minute laboratory. PR: 109. Spring Semester.

139. Voice Class I (first semester) **one hour**

Course consists of a study of fundamentals of voice production: breathing, resonance, articulation, and style. Fall Semester

141.* Voice I-IV; 341. Voice I-IV (last four semesters) **one-two hours**

Open to students who have sufficient musical background and vocal quality to merit individual instruction. The principles of proper vocal production are stressed with later emphasis upon solo repertoire in English, Italian, German, and French.

167. Collegiates I-IV; 367. Collegiates I-IV (last four semesters) **one hour**

A large mixed chorus open to all students. The Collegiates perform literature from the Renaissance to modern and popular styles. Activities include one or two performances per semester and a spring tour.

168. Marching Band I-II; 368. Marching Band I-II (last two years) **two hours**

Open to students who play a band instrument or have the necessary skills to participate in one of the auxiliary units such as flags, rifles, or twirlers. The Marching Band performs at all home football games during the fall semester and at various marching band activities such as parades and festivals. Fall Semester.

169. Concert Band I-II; 369. Concert Band I-II (last two years) **one hour**

Open to all students who can play a band instrument. Students study and perform a wide variety of band literature. Spring Semester.

170. Laboratory, Band and Orchestra **No Credit**

This course provides review experiences in conducting and playing instruments at the beginning and intermediate levels.

171. Laboratory Band and Orchestra **one hour**

This course provides review experiences in conducting and playing instruments at the beginning and intermediate levels. Beginning and intermediate instrumental method books will be reviewed. A continuation of 170.

172. College-Community Symphony Orchestra I-IV; 372. College-Community Symphony Orchestra I-IV (last four semesters) **one hour**

Open to all students and members of the community who can play an orchestral instrument needed to keep a balanced organization. The course is designed to present the study and performance of orchestral literature appropriate to the playing ability of its members. Audition or admission at the discretion of the director.

177.* Percussion I-IV; 377. Percussion I-IV (last four semesters) **one-two hours**

179.* Saxophone I-IV; 379. Saxophone I-IV (last four semesters) **one-two hours**

181.* Flute I-IV; 381. Flute I-IV (last four semesters) **one-two hours**

183.* Clarinet I-IV; 383. Clarinet I-IV (last four semesters) **one-two hours**

185.* Oboe I-IV; 385. Oboe I-IV (last four semesters) **one-two hours**

187.* Bassoon I-IV; 387. Bassoon I-IV (last four semesters) **one-two hours**

189.* Trumpet or Cornet I-IV; 389. Trumpet or Cornet I-IV (last four semesters) **one-two hours**

191.* Baritone Horn I-IV; 391. Baritone Horn I-IV (last four semesters) **one-two hours**

193.* French Horn I-IV; 393. French Horn I-IV (last four semesters) **one-two hours**

195.* Trombone I-IV; 395. Trombone I-IV (last four semesters) **one-two hours**

197.* Tuba I-IV; 397. Tuba I-IV (last four semesters) **one-two hours**

199. Special Topics in Music **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs

200.* Violin I-IV; 300. Violin I-IV (last four semesters) **one-two hours**

201.* Viola I-IV; 301. Viola I-IV (last four semesters) **one-two hours**

202.* Cello I-IV; 302. Cello I-IV (last four semesters) **one-two hours**

204.* Bass Violin I-IV; 304. Bass Violin I-IV (last four semesters) **one-two hours**

205. Music Appreciation **two hours**

A general music course that serves as an introduction to both traditional and modern styles in music. Students are encouraged to develop their own perspectives, talents, and critical skills by means of aural and visual recordings of great composers of the western world, of the traditions of non-western musics and new music techniques.

206. Music Appreciation for Majors **three hours**

The history and literature of music, with emphasis placed on listening to recordings of great music and the study of musical style and form of the leading composers of the Renaissance, baroque, Vienna classic, romantic, and modern periods, for the purpose of developing greater depth in the discrimination and appreciation of music. May be substituted for Music 205. Not open to students with credit for Music 205, unless required for major or minor. Spring Semester.

207. Beginning Recorder **two hours**

An introduction to music through learning to play the recorder. Performance goals include the acquisition of skills in note reading, rhythmic reading, solo and ensemble playing styles, using music by composers from medieval, Renaissance, baroque, classic, and contemporary style periods. Academic goals include the acquisition of knowledge about the historical periods of music and the relationship of music to other arts and to world events.

209. Theory Comprehensive **four hours**

Continuation of Music 110 covering theoretical principles of the baroque and classical periods. Emphasis on contrapuntal forms and compositions of large formal structures. Five minutes laboratory each week. PR: 110. Fall Semester.

210. Theory, Comprehensive **four hours**

Continuation of Music 209 developing the skills necessary for the perception and understanding of music. Features theoretical principles of the romantic and twentieth centuries. Five minutes laboratory each week. PR: 209. Spring Semester.

211. String Class I; 411. String Class II **one hour**

This course is open to all students with sufficient background in music. A working knowledge of string instruments is attained through class instruction.

213. Brass Class I; 413. Brass Class II **one hour**

This course is open to all students with sufficient background in music. A working knowledge of brass instruments is attained through class instruction. Fall Semester.

215. Woodwind Class I; 415. Woodwind Class II **one hour**

This course is open to all students with sufficient background in music. A working knowledge of woodwind instruments is attained through class instruction. Spring Semester.

217. Percussion Class 1; 417. Percussion Class II **one hour**

Open to all students with sufficient background in music. A working knowledge of percussion instruments is attained through class instruction. Spring Semester.

231. Elementary Music I (K-3) **three hours**

This course gives the student a background in music theory, terminology of music, rhythm, music reading, chord construction and use of the keyboard and classroom instruments needed by the classroom teacher. Methods activities and approaches of Orff, Kodaly, Manhattan Project, and others are emphasized for K-3. Required for all elementary teachers. Fall Semester.

232. Elementary Music II (4-8) **three hours**

This course is a continuation of Music 231 and includes methods and procedures for carrying out the program in the elementary grades 4-8. PR: 231. Spring Semester.

245. Fundamentals of Conducting **two hours**

This course is designed to acquaint the student with standard conducting techniques including a working knowledge of all standard beat patterns; the active gestures including legato, staccato and tenuto gestures as well as gestures of syncopation; the passive gestures; the analysis of various types of fermata and a thorough understanding of transposition. PR: 109. Spring Semester.

247. Stage Band **one hour**

This course is open to advanced instrumental students. It is designed to give students an opportunity to rehearse and perform big band jazz and jazz-rock literature under faculty direction. PR: Audition or admission at the discretion of the director.

249. Advanced Woodwind Ensemble I-IV; 449. Advanced Woodwind Ensemble I-IV (last four semesters) **one hour**

Open to advanced woodwind students. Includes various Woodwind ensembles. PR: Audition.

251. Instrumental Repair and Maintenance I **two hours**

A survey of the simple instrumental repair problems that are commonly encountered in a school music program. Practical repair experiences are included where appropriate. Offered on demand.

275. Advanced Brass Ensemble I-IV; 475. Advanced Brass Ensemble I-IV (last four semesters) **one hour**

Open to advanced instrumental students. Designed to give students an opportunity to participate in small ensembles. Groups meet on a regular weekly rehearsal schedule under faculty direction. PR: Audition or admission at the discretion of the director.

277. Chamber Choir I-IV; 477. Chamber Choir I-IV (last four semesters) **one hour**

Open to advanced vocal students. Designed to give students experience in small ensemble participation. Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition at beginning of each semester.

279. Advanced Percussion Ensemble I-IV; 479. Advanced Percussion Ensemble I-IV (last four semesters) one hour

Open to advanced percussion students and students with percussion experience. Designed to give students experience in small ensemble participation: Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition.

309. Orchestration.

A survey of the technical abilities and limitations of the instruments of the orchestra and band with an emphasis on the practical fundamentals of score preparation.

310. Counterpoint (on demand) two hours

A study of the style and technique involved in the writing of sixteenth century polyphonic music. PR: 210.

311. Form and Analysis (on demand) two hours

A study of form and the analysis of music as found in the literature from the seventeenth to the twentieth century. PR: 209.

312. Composition (on demand) two hours

This course is designed to teach, through the study of various types of music; a basic and accepted approach to creative composition. PR: 209.

313. Music in Western Civilization to 1750 three hours

The development of musical styles from the Medieval era through the death of J.S. Bach and G.F. Handel. PR: Music 209, 206 or permission of instructor. Fall Semester.

314. Music in Western Civilization: 1750 to Present three hours

The development of musical styles from the pre-classic era to the musical techniques of present day. PR: Music 209, 206 or permission of instructor. Spring Semester.

320. Techniques of Keyboard Accompanying one hour

A course designed to acquaint advanced students of piano and organ with the techniques involved in playing accompaniments for performing groups and soloists. Regularly scheduled laboratory experiences in playing accompaniments for vocal and instrumental soloists and ensembles will be provided. Sight-reading, transposition, and various technical exercises will also be covered. Recommended for piano majors. PR: Permission of instructor. Given on demand.

328. Elementary Music Methods and Material for Majors, K-6 two hours

Enables the student to communicate musical ideas through visual and oral approaches and to demonstrate a knowledge of the sources and ability to use quality materials, methods, and literature for comprehensive music program K-6. PR: 110, 139 and/or 141. Spring Semester.

347. Advanced Conducting two hours

This course is a continuation of the techniques studied in Music 245 (Fundamentals of Conducting) with an emphasis on refinement of the manual technique as well as basic analytical and marking techniques required for score preparation. PR: 245. Fall Semester.

376. Civilization-A Personal View three hours

An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

425. Marching Band Techniques two hours

This course is designed to explore the various components needed to direct a successful marching band program. Topics will include: philosophies, administration, basic marching techniques, show design, accurate charting, music selection, auxiliary units, uniforms, and rehearsal techniques. Fall Semester.

429. Instrumental Methods, Materials and Administration two hours

Advanced and practical application instrumental conducting techniques, methods, administration and materials used in teaching instrumental music in the secondary schools. PR: 209 and 245. Spring Semester.

430. Choral Methods, Materials and Administration two hours

Advanced and practical application of choral conducting techniques, methods, administration, materials used in teaching choral music in the secondary schools. PR: 209 and 245. Spring Semester.

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431. Methods and Materials in Teaching Music, 7-12 **three hours**

Techniques, methods and materials used in teaching and administering general music classes and high school music major classes. Fall Semester. PR: 328, 429, 430.

432. Choral Workshop (on demand) **two hours**

Offered to upgrade choral instructor's teaching techniques and administration. Includes experiences in conducting choral groups, interpretation, participating in choral rehearsals and performances, and the study of problems related to choral teaching and administration.

433. Instrumental Workshop (on demand) **two hours**

Offered to upgrade instrumental teaching techniques and administration of instructors. Includes experiences in conducting instrumental groups, interpretation, participating in instrumental rehearsals and performances, and the study of problems related to instrumental teaching and administration.

434. Composition Workshop (on demand) **two hours**

Study of the composition of choral and instrumental works. Experience of hearing works performed by live groups provided.

435. Music Production Workshop **one-three hours**

A laboratory experience in music theater. Course culminates in a public presentation of opera or musical comedy. PR: Consent of instructor.

437. Area Studies in Music Literature I-III **one-three hours**

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

438. Area Studies in Music Literature I-III **one-three hours**

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

439. Area Studies in Music Literature I-III **one-three hours**

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

440. Senior Recital **one hour**

(See Music Department Handbook). All music majors are required to present a senior recital or its equivalent before the faculty jury or public.

442. and 443. Theory Workshop (on demand) **two-three hours**

Identification of suitable materials for the teaching of theory in the high schools as well as methodology and pedagogical procedures for theory instruction. May be repeated for additional credit-maximum 6 hours.

444. and 445. Elementary Workshop (on demand) **two-three hours**

Identification of suitable materials for the teaching of elementary music as well as new and innovative methodology. May be repeated for additional credit-maximum 6 hours.

Nursing

(School of Health Careers)

101. Fundamentals of Nursing **six hours**

This course is designed to introduce the beginning student to the nursing process and its application in clinical practice. The lecture portion presents those concepts basic to the practice of nursing. The laboratory experiences involve the student in the application of skills related to basic needs and life processes. (4 hours class, 6 hours lab.) PR: Admission to the nursing program. Taken concurrently with Biology 170, FSM 220. Fall Semester.

102. Transition for Licensed Practical Nurses **one hour**

This course introduces the concepts and processes essential to nursing practice. A major focus is on nursing role and role transition from licensed nurse to registered nurse. PR: The student must be enrolled in the Associate Degree Nursing Program at Fairmont State College and be a Licensed Practical Nurse or a graduate of a practical nursing program. Fall Semester.

103. Medical-Surgical Nursing **eight hours**

This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process to assist individuals to promote and attain health. Emphasis is placed on the following life processes: protective function, development, sensori-motor, metabolism, and elimination. The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for hospitalized clients will enable the student to acquire knowledge and skills related to the theory content and the student's individual needs. The student is expected to integrate and use knowledge and skills acquired in prerequisite courses. (4 hours class, 12 hours lab.) PR: Nursing 101, FSM 220, Biology 170. Concurrently: Allied Health 106, Biology 205. Spring Semester.

199. Special Topics in Nursing **one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. Taught as needed.

201. Psychiatric Nursing **five hours**

This course is a study of the concepts of mental health and common problems of mental illness as they affect the individual and the family. Selected laboratory experiences enable the student to use the nursing process to meet the needs of hospitalized clients having a functional disorder. This course stresses self-awareness, improving therapeutic communication skills, and establishing interpersonal relationships. Topics also include common maladaptive behavioral patterns, current therapies and community mental health resources. The life processes of protective function, psychosocial environment, and developmental concepts are addressed as they apply throughout the course. This is a 4-week course offered in the summer. (Total 55 lecture hours, 70 hours lab.) PR: AH 106, Biology 205, Nursing 103, Psychology 101. Summer.

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202. Medical-Surgical Nursing **eight hours**

This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process in assisting individuals and families to promote and attain health. Emphasis is placed on the following life processes: oxygenation, elimination and protective function. The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for clients in the hospital and in the community agencies will enable the student to acquire knowledge and skill related to theory content and the student's individual needs. (4 hours class, 12 hours lab.) PR: Nursing 103, Nursing 201. Fall Semester.

204. Trends in Nursing **two hours**

Trends in Nursing is a course designed to promote an understanding of the major trends and problems affecting nursing: historical, political, social, economic, legal, educational, professional and personal. Current issues and career opportunities also will be discussed. Emphasis will be placed on legal rights and responsibilities and ethical decision-making. PR: Nursing 201. Fall Semester.

205. Maternity Nursing **four hours**

Maternity nursing is an introduction to the physiological, psychological, and social changes related to the nursing process as it affects both the childbearing mother and the family unit. Emphasis is placed on the normal life processes with comparison to the abnormal. Antepartal and postpartal experiences include observation in physicians' offices and clinics. Experiences in labor and delivery, immediate postpartal and neonatal care are provided in a hospital setting. Eight weeks. (4 hours class, 12 hours lab.) PR: Nursing 202, 204. Spring Semester.

206. Nursing of Children **four hours**

This course is designed to help the student gain a better awareness of the sequence of normal growth and development during the life processes of childhood. Health problems, disorders, and illnesses of children in each stage of development from infancy through adolescence are considered. A family centered approach to child care, utilizing the nursing process, is emphasized. Special consideration is given to preventive and teaching aspects of concern to the patient and family. Selected clinical experiences include care of children in health facilities as well as other community agencies. Eight weeks. (4 hours class, 12 hours lab.) PR: Nursing 202, 204. Spring Semester.

207. NCLEX Review **one hour**

This course is an independent study program designed to improve decision-making and critical thinking skills. It consists of 15 hours of specific computer software programs designed to prepare graduates for the national nursing licensure examiniation. ADN students who score below the 50th percentile on the "Nursing Care of Adults" NLN achievement examinations will be required to complete this course with a mastery level of 75 percent.

299. Special Topics in Nursing **one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives.

320. Health Assessment **four hours**

This course is designed to develop skills as a provider in health/physical assessment. It includes assessment techniques, how to assess clients of various racial and cultural groups, and the assessment of clients across the life span. The nursing process and critical thinking are used to synthesize information to promote health potential. Faculty supervised campus laboratory experience is employed to validate skill. (2 hours lecture, 4 hours lab.) PR: Admission to the Nursing major or consent.

330. Health Deviations **three hours**

This course is designed to increase knowledge of pathophysiologic mechanisms and its effect upon health potential. Through case studies students will apply theoretical knowledge to patient situations through utilization of the nursing process. (3 hour lecture.) PR: Admission to the Nursing major or consent.

350. Professional Nursing Concepts **three hours**

This course is designed to assist the registered nurse in exploring concepts, theories, and issues relevant to professional nursing. Areas explored include theories of nursing, beliefs, assumptions and values of the nurse client relationship, socialization to the professional nursing role, health and health care delivery systems, and the nursing process. (3 hour lecture.) PR: Admission to the BSN Program.

360. Complex Nursing Situations **four hours**

This course focuses on developing critical thinking skills and and applying them to complex nursing situations. This course will include ethics and its application to nursing practice. (Total 30 hours lecture, 60 hours lab.) PR: Nursing 320, 330, 350, and completion of Chemistry 101. Nursing 330 may be taken concurrently with Nursing 360.

399. Special Topics in Nursing **one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives.

400. Research in Nursing Practice **three hours**

This course analyzes the scientific process with emphasis on its application to nursing. Emphasis is placed on developing an understanding of the logical process of research, reasoning, and the scientific inquiry necessary to carry out studies of nursing interest. (3 hour lecture.) PR: Psychology 240, Nursing 360.

410. Community Health Nursing **six hours**

This course focuses on the theories and principles underlying current community health nursing practice. Emphasis is placed on the client and family including appropriate nursing intervention for individuals, families, and groups in outpatient settings and in the home. Content includes application of the nursing process to community based intervention in health maintenance, health promotion and restoration, and utilization of community resources. (3 hour lecture, 6 hours lab.) PR: Nursing 360, Nursing 400 or taken concurrently.

430. Leadership and Management in Nursing Practice **three hours**

This course explores theories of leadership and management as they relate to nursing and health potential. Emphasis is given to strategies appropriate for the individual, family, groups, and the community in the practice setting. The course also includes an examination of motivational theories, role development, group processes, change theory, and communication skills as well as authority and accountability. (3 hour lecture.) PR: Management 209 or 308, Nursing 400 and 410.

440. Nursing Practicum **six hours**

This course assists students in the integration of theory and practice as they approach completion of the nursing major. Students choose a clinical area for advanced practice of concepts and skills to carry out nursing activities that promote health potential. Goals include development of autonomy in nursing practice, skill in clinical decision making and judgement, and professional role development. (2 hour lecture, 8 hours lab.) PR: Management 308, Nursing 400, 410 or concurrent with Nursing 430.

499. Special Topics in Nursing **one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman Credits earned will be applicable as free electives.

Office Administration

(School of Business and Economics)

Office Administration (OAD)

100. Microcomputer Keyboarding **three hours**

This course is designed to teach the touch control method of the alpha/numeric keyboard for the typewriter and microcomputer as well as the ten-key numeric keypad. This course is open to all students. Attainment of 30 wpm is required. Graded Credit/No Credit.

101. Beginning Typewriting/Keyboarding **three hours**

This is a beginning course teaching the fundamentals of the keyboard. This course includes basic machine operations, development of speed and control, vertical and horizontal centering, simple tabulation, memorandums, personal business letters, announcements, simple manuscripts, rough drafts, and proofreader's marks. This course is for those who have had no previous keyboarding training or who have inadequate skills to enroll in more advanced courses.

102. Intermediate Typewriting/Keyboarding **three hours**

This course includes the development of speed, control, and sustained production of business letters, envelopes, tabulated reports, manuscripts, and simple business forms on computers. PR: OAD 101, consent of instructor or high school typing courses. One hour lecture, four hours lab per week.

104. Introduction to Microcomputers **three hours**

This course provides an introduction to microcomputers by using a PC. The course, which involves three lecture hours per week, teaches students the basic skills necessary to input data. The training on the microcomputer includes learning the significance of control keys and key combinations. Students will also learn necessary skills for inputting data through the use of a word processing program, a spreadsheet program, and a database management program. This course is open to all students. PR: OAD 100 or 101, consent of instructor or high school typing courses.

199. Special Topics in Office Administration **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Alphabetic Shorthand for Notetaking and Study Skills **three hours**

This course is designed to teach students the principles and theory of abbreviated writing for notetaking and study skills. Emphasis is on theory, brief forms, reading/writing, summarizing and synthesizing, and paraphrasing. What's worth noting, taking textbook notes, and improving study habits will also be stressed. This course is for students who have had no previous training or for those whose skills are inadequate. Three hours lecture per week.

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201. Shorthand Theory **three hours**

This course is designed to teach students the principles and theory of Gregg Shorthand. Emphasis is on theory, shorthand symbol information, and reading. Spelling, punctuation, and sentence structure are also stressed. This course is for students who have had no previous shorthand training or for those whose skills are inadequate for more advanced courses.

202. Shorthand I **three hours**

A complete review of brief forms and derivatives is included in this course. Emphasis is on writing shorthand at a minimum of 40 to 70 words per minute. Spelling, punctuation, sentence structure, and producing mailable transcripts are stressed. PR: OAD 201 or one year of high school shorthand or Department Placement Test. Three hours of lecture and one hour of lab per week are required.

204. Secretarial Accounting **three hours**

This course is designed to meet the needs of the two-year secretarial student. Training is provided in the fundamental accounting procedures that will be encountered by the secretary. Included in this course is a practice set that is completed using computer applications.

211. Advanced Typewriting/Keyboarding **three hours**

This course is a continuation of OAD 102. Students will prepare various types of business documents including those prepared in executive, accounting, professional, and government offices. Production skills and decision-making abilities are emphasized. PR: OAD 102. One hour lecture, four hours lab per week.

230. Introduction to Word Processing **three hours**

The course will present opportunities to explore microcomputer operations, computer software, and word processing applications. In addition, it will provide an overview of the concepts and terminology of computer operations, including some of the basic principles of word processing. Three hours lecture and discussion per week. PR: OAD 100, 101, consent of instructor or high school keyboarding courses.

232. Word Processing Applications **three hours**

The course will provide advanced applications on a microcomputer with emphasis on formulating standard documents and printing using various printers. PR: OAD 230.

233. Records Management and Database Applications **three hours**

This course is designed to provide a foundation in the latest methods and systems of retrieving information in planning, organizing, and controlling integrated records retention systems in the electronic office. Simulated activities are designed to give students practice in microcomputer storage and retrieval utilizing appropriate software. **May be used as a business elective**.

240. General Office Procedures **three hours**

This course is an integrated approach to the required procedures in a business establishment. The course provides information on business principles and promotes a high standard of office ethics. Content includes telecommunications, mail processing, records management, conference setting, travel arrangements, and office machine use including calculators, transcribers and reprographic equipment. PR: OAD 102.

241. Specialized Office Procedures **three hours**

As a continuation of OAD 240, this course is designed to further coordinate previously acquired skills. A survey of executive, legal, and medical office professions is presented along with case studies related to problems and procedures of career paths. Simulations will be provided in each student's area of specialization utilizing a computer. PR: OAD 211 (may be taken simultaneously) and OAD 240.

242. Directed Office Experience **two hours**

A practical course with actual work experience in an office. A total of 140 hours of supervised office work is required. Business teacher education students are required 200 hours, for which 60 previously worked hours may be accepted. Students already working in acceptable office positions may continue on the payroll. Students having acceptable office experience of two years or more of continuous, full-time employment within the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. Students enrolled in this course should limit their class load for this semester to 16 hours. Two-year students should plan to take this course their last semester in college; B.A. or B.S. majors should plan to take this course their junior year. Credit/No Credit PR: OAD 211, 205, or 240, 2.0 average in major, minor, and overall, i.e., for all work attempted.

250. Desktop Publishing **three hours**

A beginning course in Desktop Publishing which provides a foundation in the basic principles of page layout and design as well as typographical conventions, coupled with hands-on use of computer hardware and applications. Students will learn desktop publishing skills by completing several practical projects.

251. Business Communication **three hours**

This course focuses on the principles of writing effective business communications including memoranda, reports, inquiries, applications, and letters for various types of business situations such as the routine, the persuasive, and the unpleasant. The writing of job-related communications such as résumés and letters of application are also covered. The use of modern technology for business communications and the business applications of the concepts of oral and nonverbal communication are also introduced. **May be used as a business elective**. PR: English 104.

310. Supervising Office Systems Personnel **three hours**

This course is designed to train students already skilled in basic office operations to become effective and efficient supervisors. Emphasis will be placed on the basic elements of supervision in relation to an office environment as well as the exploration of various techniques available for effective training and supervision of employees in an office setting. Some of the topics to be covered will be training office employees for productivity, discussion of office climate and its relationship to employee productivity, discipline in the office, and examining attitudes of supervisors and the degree of influence they have in relation to office employees. **May be used as a business elective.**

Refer also to Business Education.

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Philosophy

(School of Social Science)

199. Special Topics in Philosophy **one-twelve hours**

The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Philosophy **three hours**

A survey of the principal problems and theoretical responses, which have come from man's attempts to organize his experience and direct his existence. The thought of individual thinkers (as Socrates, Plato, St. Augustine, Bruno, Locke, Sartre, Heidegger, et al.) and schools of interpretation (rationalist, empiricist, pragmatic) are highlighted.

250. Great Philosophers **three hours**

A survey of the historical development of western philosophical thought from ancient Greece to the twentieth century. This course is a continuation of Philosophy 200, taking up the issues and philosophers in more analytical detail. The focus is on developing trends of thought as exhibited by the systems of the Great Philosophers, and the corresponding challenges developed by their able critics.

325. Ethics **three hours**

A study and evaluation of classical and contemporary theories of what constitutes right and wrong, good and bad, inhuman conduct, with emphasis on the implications of these theories for resolving contemporary moral problems. The corrosion of dogmatic ethical positions by skepticism and relativism is examined, and helpful responses are introduced. Problems in medical ethics are discussed.

350. Comparative Religion **three hours**

Description and analysis of the philosophical thought underlying the major religions of the world.

475. Philosophy of History **three hours**

(Credit in either philosophy or European history.) A survey of the philosophical positions, both speculative and analytical, that have been advanced to evaluate humanity's historical understanding and experience.

400. Seminar **three hours**

Research and reading for advanced students. Students are required to write a paper on a philosophical issue of their interest.

Physical Education

(School of Education/Health and Human Performance)

100. Fitness and Wellness **two hours**

This course is designed to provide an opportunity for students to make intelligent choices concerning lifelong wellness and to achieve optimum levels of fitness through regular exercise, proper nutrition, weight control and stress management.

101. Basic Physiological Conditioning-Health **one hour**

Analysis, application and integration of basic physical conditioning and health concepts are studied. The course is offered in eight-week sessions.

102. Weight Training-Lifting **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of weight training-lifting are studied. The course is offered in eight-week sessions.

110. Archery **one hour**

The analysis and application of the rules, psychomotor skills, and safety aspects of the lifetime sport of archery are studied. This course is offered in eight-week sessions.

112. Badminton **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of badminton are studied. This course is offered in eight-week sessions.

114. Bowling **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of bowling are studied. This course is offered in eight-week sessions.

116. Casting and Angling **one hour**

The analysis and application of the psychomotor skills and the safety aspects of the individual sport of casting and angling are studied. This course is offered in eight- week sessions.

120. Basketball (Beginning) **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of basketball are studied. This course is offered in eight-week sessions.

121. Introductory Seminar in Human Movement **two hours**

General survey of instructional and non-educational professional career alternatives available within physical education. The issues, trends, history, philosophy, and future career directions in physical education will be discussed.

124. Volleyball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of volleyball are studied. This course is offered in eight-week sessions.

126. Tennis (Beginning) **one hour**

The student will be introduced to basic skills, rules, boundaries, game situations, and team play.

130. Flag Football **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of flag football are studied. This course is offered in eight-week sessions.

140. Golf **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of golf are studied. This course is offered in eight-week sessions.

142. Handball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of handball are studied. This course is offered in eight-week sessions.

144. Racquetball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of racquetball are studied. This course is offered in eight-week sessions.

150. Gymnastics-Apparatus **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of gymnastics-apparatus are studied. This course is offered in eight-week sessions.

152. Gymnastics-Tumbling **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of gymnastics-tumbling are studied. This course is offered in eight-week sessions.

160. Soccer **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of soccer are studied. This course is offered in eight-week sessions.

162. Softball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of softball are studied. This course is offered in eight-week sessions.

164. Speedball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of speedball are studied. This course is offered in eight-week sessions.

170. Wrestling **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of wrestling are studied. This course is offered in eight-week sessions.

199. Special Topics in Physical Education **one-twelve hours**

Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

211. Anatomy and Physiology **four hours**

The basic knowledge of the structure and functions of the human body and the changes that occur during physical activity and sport are studied. PR: Biology 101-102.

212. Physiology of Exercise **three hours**

The knowledge of basic physiological adaptations that accompany physical activity and sport is investigated. PR: Physical Education 211.

223. Evaluation of Instruction in Sport **two hours**

The evaluative process pertinent to the instruction of sport activities are studied. Further emphasis is placed on the formation of objectives, construction, and selection of tests, computation of statistical scores, and appraisal of total program effectiveness.

232. Basic Aquatics **two hours**

The knowledge and skills necessary to become proficient and safe in or on the water are introduced. Does not apply to Recreation Minor.

233. Advanced Aquatics-Lifeguarding **two hours**

Basic and advanced swimming strokes are examined with an emphasis on achieving proficiency in lifeguarding techniques. Does not apply to Recreation Minor. Successful Completion for Red Cross Certification.

234. Individual and Dual Sports I **two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: golf, racquetball, handball, squash, and bowling.

235. Team Sports I **two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: basketball, flag football, baseball, and speedball.

236. Team Sports II **two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: volleyball, field hockey, softball, and soccer.

239. Individual and Dual Sports II **two hours**

Rules, boundaries, strategies, and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: track and field, tennis, table tennis, and badminton.

240. Outdoor Leisure Activities **two hours**

Safety, knowledge, and skills specific to the area of outdoor leisure activities are analyzed and applied in the following: archery, hourseshoes, hiking, backbacking, orienteering, camping, and others.

241. Gymnastics and Dance **two hours**

Safety, instructional strategies, and skill techniques characteristic of gymnastics and dance are analyzed and applied in basic tumbling, fundamental jazz and aerobic dance.

245. Gymnastics **two hours**

Knowledge and skills specific to the competitive events of floor exercise, vaulting, parallel bars, rings, balance beam, side horse, high bar, and trampoline are introduced. PR: PE 231.

313. Biomechanics **three hours**

Biomechanics is the study and analysis of humans in motion, including the structures that are responsible for motion and the forces that influence human motion. PR: PE 211.

318. Sport Social Psychology **two hours**

Knowledge related to the social and psychological aspects of physical activity and sport is studied. PR: Sociology 110, Psychology 101.

320. Lifespan Motor Development **three hours**

The course will study changes in motor behavior over the lifespan and the processes which underlie these changes. Emphasis will be placed on current issues and research in motor development. PR: Physical Education 121.

323. Early Psychomotor Curriculum **three hours**

The analysis and application of instructional strategies, psychomotor skills and patterns characteristic to the elementary physical education curriculum are examined in the following areas: movement education, fundamental and manipulative skills, rhythmic activities, and sport lead-up games.

325. Psychomotor Analysis Lab **three hours**

Application and analysis of teaching models and evaluation techniques to a sport environment in order to facilitate affective, cognitive, social, and psychomotor learning outcomes are examined. Practical teaching experience in the psychomotor domain is provided. PR: Physical Education 323.

326. Early Psychomotor Development **two hours**

An analysis of the growth, development, and maturation of cognitive, psychomotor, affective and social sport behaviors of children is taught. Activities pertinent to early childhood experiences are explored.

339. Teaching of Gymnastics **three hours**

The student will be introduced to the knowledge and skills specific to the gymnastic events of floor exercise, vaulting, parallel and uneven parallel bars, balance beam, still rings, side horse, high bar, and trampoline.

341. Adapted Physical Education **three hours**

Contemporary methods and techniques related to the instruction of the adapted and special physical education programs are studied. PR: Physical Education 211, 212, 313.

342. Field Experience in Adapted Physical Education **two-four hours**

Field experience in working with institutions and organizations which provide services to the handicapped is provided. Variable credit is dependent upon the nature and duration of the field experience. PR: Physical Education 341.

343. Adapted Physical Education Activities **two hours**

Instructional strategies in modifying physical skills to meet the needs of the disabled are analyzed and applied in an activity lab setting.

353. Field Experience in Sport Coaching **two-four hours**

Field experience will be provided to involve the student as an intern coach in either an intercollegiate or interscholastic sport program.

354. Sports Officiating **two hours**

This course involves the technical and theoretical aspects of sport officiating. The first semester course will emphasize men's regulations common to the sport; the second semester will emphasize women's regulations common to the sport. Men and/or women may enroll. PR: Consent of instructor.

355. Scientific Foundations of Sport Coaching **four hours**

The student will examine basic human physiological adaptations that occur during participation in sport activities. Basic mechanical laws and principles and their application to the performance of sport activities will be examined.

356. Administration and Coaching of Sport **three hours**

Basic psychological, philosophical, and technical knowledge and their relationship to the coaching of sport activities will be studied. Further emphasis will be given to the principles and practices that are required in the planning, organization and administration of sport programs.

357. Medical-Legal Aspects of Sport Coaching **two hours**

Anatomical and physiological concepts related to the prevention and care of physical trauma which occur in sport activities are studied. Legal aspects of injury prevention and care as they are related to the sport programs are examined.

358. Techniques of Sport Coaching **six hours**

Sport skill techniques in combination with the theoretical aspects of sport coaching are presented. A field experience in sport coaching will be provided through an internship in two selected intercollegiate or interscholastic sports programs.

365. Activities in Outdoor Education **one-three hours**

Experience in outdoor education including backpacking, canoe-camping, rock climbing, and other activities is provided. Each weekend will be spent at a different location to develop a variety of outdoor educational skills.

366. Field Experience in Outdoor Education **one-three hours**

Extended outdoor educational experiences including Appalachian Trail, river canoe- camping trips, and others are provided. The course will be offered for variable credit which will vary according to the length of the experience. PR: Physical Education 365.

371. Principles of Athletic Training **three hours**

Basic competencies related to the controlling and managing of sport-related injuries, including presentations of prevention and treatment of these injuries are studied. PR: Physical Education 211 and 212.

372. Field Experience in Athletic Training **two-four hours**

Experiences in athletic training procedures and techniques with college and secondary school athletic teams are provided. Variable credit is dependent upon the nature and duration of the internship. PR: Physical Education 371.

381. Water Safety Instructors **two hours**

The student will study the methods of instruction in lifesaving and water safety. Satisfactory completion of the course qualifies the student for the American Red Cross Instructor's Certificate for teaching senior lifesaving.

382. Springboard Diving and Aquatic Games **two hours**

Application and interpretation of the principles required to execute basic dives in each of the five positions are taught. Skills will be taught involving several aquatic games such as water polo, water basketball, and others.

400. Research Methodology **three hours**

Introductory course in the planning and implementation of research in the study of human performance. Course will consider the topics of variables and hypotheses, research designs, data collection, analysis, and interpretation. PR: All Physical Education required course work below 400 level.

410. Research Design Seminar **three hours**

Survey of research in the focus areas, e.g. historical, administrative, performance, motor development, philosophical, psychological, or sociological issues in the current literature in the study of human movement. Selection and design of a research project in one of the specific areas. PR: Physical Education 400.

431. Methods and Materials in Teaching Health and Physical Education **three hours**

Curriculum, materials, and techniques for teaching all grade levels of physical education and health are examined. Practical experience in the schools required. PR: Physical Education 325.

450. Advanced Sport **one hour**

This course is opened only to students with sufficient background in the techniques and methods of an indicated sport. Credit is not to be awarded until the student has attained junior standing and can be received only once during a student's academic career. This course cannot be used to fulfill the requirements in any degree program. (Elective credit only.)

Physical Science

(School of Science and Mathematics)

Physical Science is offered as a fulfillment of the General Education requirement and as an integral part of various science-oriented teaching fields.

100. Scientific Methodology **two hours**

One 1-hour lecture and one 2-hour laboratory per week. This course is a laboratory oriented course designed to emphasize the methods and processes which permeate all scientific disciplines. Students will be exposed to experiences in a variety of areas of the physical sciences. This course is required for all Secondary Education Majors seeking to fulfill their General Studies Science requirements by taking six hours of Physical Science.

101. Astronomy **two hours**

A descriptive survey of the planet earth, the solar system, and the universe. Some of the latest findings and theories about our universe are presented. Students cannot receive credit for this course if they already have credit for Physics 202, Astronomy.

102. Chemistry **two hours**

The study of the basic principles and concepts of chemistry. A study of the everyday applications of chemistry are made throughout the course. Students cannot receive credit for this course if they already have earned credit for Chemistry 101 or 102 or 103 or 105 or 106.

103. Geology **two hours**

The study of the materials of the earth's crust and the geological processes in and on the earth. A study is also made of the evolutionary processes of the earth. Students cannot receive credit for this course if they already have earned credit for Geology 101 or 102.

104. Physics **two hours**

A general survey course for the non-science major. Emphasis is placed on basic physics principles and their everyday applications rather than on mathematical problem solving. Students cannot receive credit for this course if they already have earned credit for Physics 101 or 102.

105. History of Physical Science **two hours**

The study of the development of the physical sciences through the twentieth century. The major scientific revolutions within the physical sciences and their structure are investigated.

150. Scientific Problem Solving **three hours**

This course utilizes microcomputer and graphing calculator techniques for problem solving and data analysis. Included is a brief introduction on the use of software for organizing data and producing reports. Hands on use of the technical equipment is emphasized. The course consists of three one-hour sessions per week. PR: 1) Math 101 or 112 or co-enrolled, or 2) two units of high school algebra, one unit of high school geometry, and an ACT math score of at least 21.

199. Special Topics in Physical Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

201. General Physical Science **three hours**

Two hours of lecture and one two-hour laboratory assignments. This course is designed to provide elementary education majors with basic concepts in astronomy and physics. For Elementary Education majors only.

202. General Physical Science **three hours**

Two hours of lecture and one two-hour laboratory assignment. This course is designed to provide the elementary education majors with the basic concepts of chemistry and geology. For Elementary Education majors only.

412. Science in the Elementary School **two hours**

This course is designed to prepare pre-service elementary school teachers to teach science in the elementary school. The students will develop and teach a science lesson to elementary school children in the Science Enrichment Program. They will become familiar with elementary science curriculum, science teaching resources, test construction, classroom management skills, and will develop an instructional unit. PR: Phys. Sci. 201 and 202 and Bio. 101 and 102 or 103. This course should be taken the semester prior to the I.P.P.

431. Methods and Materials in Teaching Science **three hours**

The course is designed for students preparing to teach science at the middle or secondary school level. Students will develop and teach a science lesson to junior high school children in the Science Enrichment Program. They will become familiar with science curriculum in the middle and secondary schools, science teaching resources, test construction, classroom management skills, and will develop an instruction unit. Offered only second semester of each year.

Physical Therapist Assistant

(School of Health Careers)

100. Introduction to Physical Therapy **two hours**

The historical development of the physical therapy profession will be traced. The American Physical Therapy Association Standards of Practice and Code of Ethics will be explored. An overview of health care delivery systems along with concepts of health and disease and the roles of other health care team members will be presented. Students will be introduced to general physical therapy services. The Americans with Disabilities Act will be examined and architectural barriers will be identified. PR: Consent of program coordinator.

101. Psychological Aspects of Disability **two hours**

Recognition of the reactions of the health care worker, patient, and family to illness and disability is discussed. The influence of race, class, age, ethnic origin, and gender on the physical therapist assistant and patient relationship is explored. The stages of adjustment to disability and death and dying are described. Communication skills between PTA, patient, family, and other health care providers are developed. PR: PTA 100; Consent of program coordinator.

102. Physical Therapy Management **three hours**

An introduction to basic patient care procedures such as positioning, transferring, ambulating, dressing, fitting assistive devices, and taking vital signs. Universal precautions, isolation and aseptic principles will be presented. Skills in massage and basic note writing will be developed. PR: PTA 100; Consent of program coordinator.

103. Physical Therapist Assistant Techniques I **three hours**

This course includes the lecture and lab study of superficial heat and superficial cold. Skills in goniometry, manual muscle testing, sensory testing, and surface anatomy will be developed. Upon completion, students will be able to correctly and safely apply these techniques in a laboratory and clinical setting and discuss the implications of their use. Note writing skills will be further developed. Clinical assignments will begin. PR: PTA 102.

104. Physical Therapist Assistant Techniques II **three hours**

Therapeutic modalities are continued. Topics include electrical stimulation, biofeedback, deep heat, ultraviolet light, external compression, and traction. Pain theory is explored. Upon completion, the student will be able to safely and effectively apply electrical stimulation, deep heat, ultraviolet light, and biofeedback, as well as demonstrate knowledge of the physiological principles involved, and write appropriate progress notes. A two-week clinical rotation in an outpatient clinic allows practice of modality application. PR: PTA 103.

200. Physical Therapist Assistant Techniques III **four hours**

The principles and techniques of therapeutic exercise will be introduced along with gait analysis, postural assessment, and corrections of deviations. Upon completion, the student will be able to implement postural drainage and percussion and plan, implement, and assess the response to an exercise program that includes exercise modalities, free weights, and manual techniques when appropriate. PR: PTA 104.

201. Physical Therapist Assistant Techniques IV **four hours**

The dysfunctions caused by and treatment strategies for musculoskeletal disorders, amputations, wounds, and burns will be examined. Upon completion, the student will be familiar with the principles of prosthetics and orthotics and will be able to combine previously learned procedures and strategies to provide comprehensive care to patients in a supervised clinical environment. PR: PTA 104.

202. Physical Therapist Assistant Techniques V **four hours**

The dysfunctions caused by and treatment strategies for peripheral and central nervous system disorders will be examined. Upon completion, the student will be able to recognize, treat, and evaluate the response to treatment for cerebrovascular accident, cerebral palsy, traumatic brain injury, spinal cord injury, peripheral nerve injury, and other nervous system disorders in adults and children. PR: PTA 104.

203. Physical Therapist Assistant Directed Practice **thirteen hours**

Experiences include basic management principles and trends in health care. In addition, two five week clinical assignments allow the student to correlate didactic background with patient care in the clinical setting. Each student is assigned to clinical centers to perform physical therapy modalities and procedures on a variety of patients under the close supervision of a physical therapist. PR: PTA 202.

Physics

(School of Science and Mathematics)

101. Introduction to Physics **four hours**

A three-hour laboratory period each week supplements the three lecture-recitation periods. Elementary principles of mechanics, sound, and heat are studied in this course. PR: One year of high school physics or one year of high school trigonometry; or Math 101-102, or Math 115.

102. Introduction to Physics **four hours**

A continuation of Physics 101; includes a study of electricity and magnetism, light, and basic atomic and nuclear physics. PR: Physics 101.

(Physics 105, 106 substitutes for Physics 101, 102 in all programs. Physics 105, 106 is calculus based and is a more appropriate level of study than Physics 101, 102 for science majors.)

105. Principles of Physics I **four hours**

Physics 105 is a calculus based study of the elementary principles of mechanics, sound, and heat. Three one-hour lectures are supplemented by a three-hour laboratory period each week.

106. Principles of Physics II **four hours**

Physics 106 is a continuation of Physics 105 that includes a study of electricity, magnetism, light, and elementary atomic and nuclear physics. PR: 105.

199. Special Topics in Physics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

201. Demonstrations in Physics **two hours**

Effective use of everyday materials to illustrate physical phenomena, experience with a variety of lecture equipment, and practice in planning and executing demonstrations describe the nature of this course. It is designed to serve teachers in both the elementary and secondary schools. PR: Consent of the instructor is sufficient, but a course in one of the physical sciences is highly recommended.

202. Astronomy **three hours**

A study of the physical properties of the solar system, stars, and galaxies, including the concepts of motion, space and time. Occasional night sessions. PR: Recommended: Physics 101.

310. Electricity and Electronics **four hours**

A review of elementary direct and alternating current theory and transient responses of electrical components. Basic theory of vacuum tubes, semiconductors, amplifiers principles, and logic circuits is introduced. Two hours of laboratory and three hours of lecture each week is required. PR: Physics 101, 102.

320. Mechanics **three hours**

This course deals with vectors and simple vector coordinate systems, kinematics and dynamics of particle and rigid body motion, centroids and moments of inertia, conservation theorems, and scalar fields. This course also includes elementary hydrostatics, hydrodynamics, thermodynamics, and wave motion. PR: Physics 101, 102; Math 116, or consent of instructor.

321. Mechanics **three hours**

A continuation of 320.

340. Special Problems **two hours**

Individual studies by advanced students of problems of special interest in the field of physics. PR: Physics 101, 102; Math 116.

350. Mathematical Methods of Physics **three hours**

This course deals with the applications of vectors, vector algebra, vector analysis, differential calculus, integral calculus, and differential equations to problems in physics and related scientific fields. PR: Physics 101, 102; Math 115; or consent of instructor.

420. Introduction to Modern Physics **three hours**

A study of elementary relativity theory, particle-wave description of matter, electromagnetic radiation. Schrodinger wave equation with applications to atomic and nuclear physics. PR: Physics 101, 102; Math 116.

421. Introduction to Modern Physics **three hours**

A continuation of Physics 420.

Political Science

(School of Social Science)

101. Introduction to Global Affairs **three hours**

A survey course focusing on the major global issues facing the world today, such as energy, environment, economy, food, population growth, technology and information, war, peace, and human rights.

103. American Government **three hours**

A survey of the American political system dealing with the form and function of the American federal system.

199. Special Topics in Political Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Political Science **three hours**

A study of the fundamentals of politics and key issues; the concept of the state and its agent, government; types of political authority; the scope of governmental activities; the problem of world order.

201. Principles of International Relations **three hours**

A study designed to acquaint the student with the theory and practice of international relations.

203. Comparative Government **three hours**

A survey designed to give a broad general acquaintance with the political institutions and government practices of certain nations.

204. Introduction to Public Administration **three hours**

An introductory study of the origins, structures, and processes of government administration. PR: Political Science 103.

205. State and Local Government **three hours**

A study of the structure and function of American state and local governments.

206. Public Planning in Appalachia **three hours**

A study of federal-state relations, regional planning and development administration in West Virginia, the Appalachian Regional Commission, public program analysis and evaluation, and images and realities of public planning in West Virginia.

207. Public Budgeting and Government Finance **three hours**

A course analyzing the political, economic, and social aspects of budgeting with particular emphasis on the interrelatedness of each in West Virginia state and local government.

209. Special Topics **three hours**

A course allowing for an issue-oriented study of some germane matter in public administration that involves an extensive commitment to a single issue or policy area over the course of the semester.

240. Nonparametric Statistics **three hours**

This course introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include nonparametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the Sophomore year. (Credit in either Political Science or Sociology.) PR: Math 107 or 111 or 112 or 115 with a grade of "C" or better.

301. Comparative Public Administration **three hours**

Utilizing the techniques of comparative analysis, this course explores the theory and practice of public administration in various cultures and political systems; attention is centered on the practices of administration in American national, state, and local governmental settings.

303. Political Parties **three hours**

A study of the origins, growth, and development of American political parties. PR: Political Science 103.

304. American Constitutional Government and Law **three hours**

A study of the development interpretation and application of basic principles of constitutional law in the United States. The course will be concerned with the definition, extents, and limitations of governmental powers and rights of Americans. PR: Political Science 103.

305. American Political Theory **three hours**

A study of the political literature which has given expression to the ideas of individual liberty enjoyed by American citizens.

306. The American Presidency **three hours**

This course will introduce the student to the institution of the American presidency and will also be a comprehensive survey of the presidency. An attempt will be made to examine several aspects of the office and to expose the student to a variety of views about the presidency.

307. Congress and the Legislative Process **three hours**

This course introduces the student to the institution of the Congress and the legislative process. Topics include the internal processes and structure of Congress, Congress-constituent connections, and the institution's relationship with other branches and levels of government.

308. Public Personnel Administration **three hours**

An examination of public personnel administration with emphasis on such matters as the merit system, the historical development of the public service, staffing, training, classification, the rights and obligations of public employees, and the human relations aspects of public management.

310. Recent Political Theory **three hours**

An analysis of the development and theoretical foundations of three major ideologies of the nineteenth and twentieth centuries: Communism, Fascism, and Democracy.

321. U.S. Foreign Policy **three hours**

A study of U.S. foreign policy formulation and of policies by areas and functions. PR: 103.

350. International Law and Organization **three hours**

A study of the structure and functions of international institutions and legal processes involved in the effort to maintain peace and security in the world.

360. Government and Politics of the Far East **three hours**

A study of political systems and developments in the countries of Communist and Nationalist China, South and North Korea, and Japan, with emphasis on Communist China, including such relevant aspects as the historical foundation, the economic problems, and the foreign policy of the state.

393. Future Global Crises **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Technology or Psychology)

404. Civil Liberties in the U.S. **three hours**

A study of the nature and substance of civil liberties in the United States. The philosophy underlying the Bill of Rights will be analyzed and the development of each of the great freedoms protected therein, such as free speech, free press, and free religion among others, will be described and discussed. Particular attention will be given to how the Supreme Court has interpreted and applied the guarantees contained within the Bill of Rights in specific instances. PR: Political Science 103.

405. Terrorism **three hours**

A course designed to give the student an understanding of the problem of terrorism and political violence. The course will define terrorism; examine its origins, characteristics, nature and trends; analyze in detail various terrorist organizations, and address selected problems in the response to terrorism. (Credit in Political Science or Criminal Justice.)

406. International Problems **three hours**

The foreign policies of the nations and the machinery established and functioning for the peaceful adjustments of international differences.

410. Problems in American Government **three hours**

A study of current problems affecting the structure and function of American national government. PR: Consent of instructor.

411, 412, 413. Area Studies **three hours**

Studies of selected areas or regions of the world conducted on an interdisciplinary basis. The area selected and the time span studied will be determined by the instructor. PR: Consent of instructor if offered as an arranged class; no prerequisite required if class meets regularly.

450. Practicum **three-twelve hours**

A work internship in government or political agencies designed to give students pertinent experience in a particular field of political science.

470. Seminar in Political Science **three hours**

A survey of recent developments in the practice and theory of politics with an emphasis on independent study. PR: Consent of instructor.

Psychology

(School of Social Science)

General Program

101. Introduction to Psychology I **three hours**

Topics include: Psychology as a science, statistics, learning, motivation, emotion, social, abnormal personality, and developmental psychology.

102. Introduction to Psychology II **three hours**

Topics include: physiology, sensation, perception, social, cognitive processes, industrial, community, testing, and psychology as a profession. PR: Psychology 101.

199. Special Topics in Psychology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

210. Personal Adjustment **three hours**

A basic course in the analysis of human behavior. Special emphasis is given to the mechanisms of adjustments and the development of healthy individual adjustment modes. PR: Psychology 101.

220. History of Psychology **three hours**

Traces the development of the science of psychology from its origins in philosophy, physiology, and medicine, to the modern era. PR: Psychology 101.

230. Social Psychology (Same as Sociology 230) **three hours**

A study of how man affects and is affected by other men. Topics include: Social psychological foundations of person perception, affiliation, influence, group structure and dynamics, attitude formation and change. PR: Psychology 101.

240. Statistics **four hours**

Elementary statistical description and analysis as employed particularly in the behavioral sciences. Three hours lecture, one hour laboratory per week. PR: Psychology 101.

250. Community Psychology **three hours**

Lectures, discussion, readings, and field-observation designed to acquaint the student with the philosophy, technique, and theory of community mental health. PR: Psychology 101.

260. Industrial and Personnel Psychology **three hours**

Psychological concepts and methods as applied to personnel management, human- factors engineering; employee selection, motivation, training, productivity, consumer psychology, and human relations. PR: Psychology 101.

300. Abnormal **three hours**

A survey of the antecedents, diagnosis, treatment, and prevention, of various maladjustments and personality disturbances. PR: Psychology 101.

310. Experimental **three hours**

An introduction to the procedures of experimental research, design, and evaluation, using principally laboratory techniques. Two hours lecture, two hours laboratory weekly. PR: Psychology 101, 240.

320. Sensation and Perception **three hours**

An examination of the classical concepts in sensation and perception and of the resulting psycho-physical data for each of the major senses with an emphasis on vision and audition. Psychology and modern perceptual formulations are discussed through the analysis of empirical data. PR: Psychology 101, 102.

330. Developmental **three hours**

A longitudinal study of behavior change and development through the life-span of the human. Phases include prenatal to old age. Cross culture comparisons are made where possible. This course may not be substituted for or by Education 302 or 303 and Family and Consumer Sciences 330. PR: Psychology 101.

340. Operant Techniques and Applications **three hours**

A detailed study of operant techniques and methodologies from the experimental laboratory to the community at large. Emphasis is placed on the development of skills in the observation, manipulation, and evaluation of various behavior control techniques in the light of ethical concerns. PR: Psychology 101, 102, or consent of instructor.

350. Physiological **three hours**

Basic development, structure, and function of the central nervous system, autonomic nervous system, and endocrine system. The emphasis is upon the relation between physiological functioning and the behavior of the normal, intact, whole organism. PR: Psychology 101, 102 or consent of instructor.

360. Human Learning **three hours**

The study of the influences on and the processes of thinking, memory, perception, cognition, and verbal behavior, are emphasized. PR: Psychology 101, or consent of instructor.

370. Theories of Learning **three hours**

A study of the experimental procedures, data, and concepts, dealing with changes in behavior usually defined as learning. The emphasis is on a detailed analysis of various theories of learning and contemporary approaches. PR: Psychology 101, 102.

390. Foundations of Psychology **three hours**

A detailed study of the methodological and philosophical issues involved in the analysis of behavior. Such topics as operationalism, formalism, reductionism, logical analysis and the nature of data in the behavioral sciences are introduced and related to research in the various areas of psychological interest. The objectives are to provide insight into the nature of scientific research, to foster the ability to construct empirical hypotheses, to develop facility in designing experimental tests of hypotheses, to promote effective reading and evaluation of psychological journals, and to encourage writing and speaking about theory and experimentation. PR: Psychology 101.

393. Future Global Crises **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Political Science or Technology)

400. Psychological Assessment **three hours**

General theory of measurement as involved in various areas of psychology such as psychological tests, attitude scales, psychophysics, and qualified behavior theory. PR: Psychology 101 and 240 or consent of instructor.

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410. Theories of Personality **three hours**

Critical consideration of the major theories of personality, including Freudian, neo- Freudian, learning and trait theories. The basis of personality theory development will also be emphasized. PR: Psychology 101, 102.

420. Comparative-Ethological Psychology **three hours**

A study and comparison of the methods and major theories in ethology and psychology as related to the behavior of species at different phylogentic levels. Through lectures, laboratory, and field observations, topics covered are behavior as related to species, speciation and evolution; imprinting, learning, the place of animal experimentation in psychology, and aspects related to population and ecology. PR: Psychology 101, 102 or consent of instructor.

460. Seminar **three hours**

The discussion of specific research topics as reported in the contemporary psychological literature and decided upon by the faculty instructor. Rotated among faculty each semester. Results from individual research projects are an object of this course. PR: Consent of instructor. May be repeated once.

480. Directed Studies **one-three hours**

Intensive study and reading of a topic selected by the student and instructor. Requirements and hours credit decided before registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.)

490. Directed Research **one-three hours**

Opportunity for work on individual library or experimental projects. Requirements, including a thesis, and hours credit decided before registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.)

Industrial-Personnel Program

481. Industrial Psychology, Methods I **three hours**

Skills and understanding are developed in the areas of job analysis, performance appraisal, training, motivation, attitudes, job satisfaction, productivity, and consumer psychology. Some field work required. PR: 101, 102, 240, 260, or consent of instructor.

483. Industrial Psychology Methods II **three hours**

Skills and understanding are developed in the areas of: leadership, supervision, communication, organizational behavior, accidents and safety, fatigue, monotony, working conditions, and engineering psychology. Some field work required. PR: 481 or consent of instructor.

485. Advanced Psychometrics **three hours**

Topics concerned with personnel selection and placement, as well as a more advanced treatment of reliability and validity. Skills in these areas are developed. PR: 400 and consent of instructor.

487. Practicum I **three hours**

489. Practicum II **three hours**

These Practica afford an application of knowledge and techniques developed within the Industrial-Personnel Program. Students work under supervision in participating businesses, industries, and institutions. The remaining time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Industrial-Personnel Program and consent of instructor.

Community Service Program

491. Psychopathology of Childhood and Adolescence **three hours**

Problems of etiology, diagnosis and treatment of maladjustment in childhood and adolescence. Problems like drug addiction, juvenile delinquency are analyzed and discussed. PR: Psychology 300, 330, or consent of instructor.

493. The Psychology of Aging **three hours**

A study of problems facing the aging. The psychological, social, and physiological aspects of aging and methods of treatment are analyzed and discussed. PR: Psychology 330, or consent of instructor.

494. Interpersonal Dynamics **three hours**

The main objective of the course is to develop techniques and basic skills required for effective operation in a psychological setting, which include: interviewing, role-playing, and facilitating dyadic and small "dynamics centered" group interaction. Further, these diagnostic and therapeutic methods are experienced and discussed in terms of various psychological theories of communication. PR: Speech Communication 100, courses in Community Service or Industrial-Personnel, and consent of instructor.

495. The Psychology of Delinquency **three hours**

Factors in the etiology of the delinquent in the modern society with special emphasis on the urban scene. Personality and emotional problems associated with delinquency, and problems of treatment. Students visit persons and institutions serving juvenile delinquents. PR: 300, 330, or consent of instructor.

497. Clinical Practicum I **three hours**

498. Clinical Practicum II **three hours**

An application of knowledge and techniques developed within the psychology program. Students work under supervision in assigned agencies or institutions. Other practicum assignments are made as available. The remainder of time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Community Service Program and consent of instructor.

Recreation

(School of Education/Health and Human Performance)

141. Introduction to Recreation **three hours**

The historical and philosophical foundations of leisure and recreation are introduced. Knowledge needed to develop concepts concerning recreation, the socio-economic movement affecting the growth and development of recreation, the economic services and the various areas of facilities used in recreation will be investigated.

142. Social Recreation **three hours**

This course is designed to present material and information necessary to adequately conduct social recreation in clubs, churches, campus, playgrounds, and recreation centers. Students will be involved with planning, programming, and conducting social recreational activities.

143. Outdoor Recreation **three hours**

The history and development of outdoor recreation, conservation and organized camping are examined. Opportunities are provided to learn camp craft and leadership skills and techniques through field trips and outings.

144. Group Leadership **three hours**

Information concerning human dynamics, leadership abilities, and the identification of group types is presented. Students will obtain practical knowledge of group situations and the principles necessary for effective leadership. Opportunities for observation of recreation leaders will be provided. PR: Recreation 141.

145. Program Planning and Organization **three hours**

The underlying principles for effective recreation planning are presented. Attention is given to the variety of programs associated with recreation and the interests of the participants. Information is presented concerning methods of planning, organization, leadership, facilities and equipment. PR: Recreation 141.

146. Folk and Square Dance **two hours**

The history and development of folk and square dancing are surveyed. The student will learn the necessary skills for participation and teaching a wide variety of dances. Appropriate dance activities within various recreational settings will be investigated.

153. Seminar in Outdoor Recreation **two hours**

An advanced experience in the organization and presentation of various outdoor programs is provided. Participation includes a number of weekend and extended outdoor experiences plus field studies in area outdoor facilities. PR: Recreation 143.

154. Recreation Field Work I **two hours**

The student will become acquainted with the nature and diversity of available recreation programs and services available. The student will be assigned to recreational settings distinctly different in philosophy, organizational structure, and clientele served.

155. Recreation Field Work II **two hours**

The sequence of field work courses is developmental. Progress develops from a dependent position to an interdependent position.

199. Special Topics in Recreation **one-twelve hours**

Special selected topics will be studied. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

300. Intramural Administration **three hours**

Administrative experience in directing and supervising institutional physical recreational programs is provided. The course will be offered both semesters on an arranged basis. PR: Junior standing or consent of instructor. (The course cannot replace or be used in the fulfillment of other program requirements.)

301. Day Camp Administration **three hours**

Administrative experiences in directing and supervising summer day camp programs (Falcon Camp) are provided. This course will be offered on an arranged basis during the first and second summer sessions only. PR: Junior standing or consent of instructor.

Safety Education

(School of Education/Health and Human Performance)

199. Special Topics in Safety **one-twelve hours**

Special topics will be selected. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free elective credits in degree and certificate programs.

200. Accident Analysis and Emergency Care **two hours**

Problematic areas of accident causation, prevention, emergency treatment and control pertinent to the elementary school environment and teacher responsibilities are analyzed. (Required: Elementary Education.)

Sign Language Interpreter

(School of Language and Literature)

100. Sign Language I **three hours**

An introduction to American Sign Language. Attention given to proper syntax and basic grammatical constructs. Over 500 signs used in course, made into conversations, enabling the student to express basic ideas. Non-verbal and pantomime use in language emphasized.

101. Deaf Culture and History **two hours**

Introduction to the culture common to the Deaf through looking at their history of oppression starting in the 1800s up to the present time. Guest speakers will be brought in to give first hand experiences.

102. Introduction to Voice Interpreting I **two hours**

Introductory exercises, showing with the use of example, the progression from Signing to Interpreting. To be taken in conjunction with SLI 100. Signs learned will be used in the interpreting setting.

103. Sign Language II **three hours**

Continued sign vocabulary growth, with introduction to idiomatic phrases. Emphasis on use of classifiers, expression, body postures, and the signing space. PR: SLI 100.

104. Fingerspelling Expressive **one hour**

This course will emphasize the proper form and use of the manual alphabet. The student will learn to fingerspell comfortably, minimizing carpal tunnel syndrome, and how to enjoy the art of fingerspelling. This course is designed to be taken in conjunction with Sign Language 100.

105. Fingerspelling Receptive **one hour**

Continued expressive skills are encouraged; familiarity with how to recognize and read Fingerspelling will be discussed. Used with the signing process and independently, ability gained in feeling comfortable with the process of reading meaning from manual movement. PR: SLI 100.

106. Voice Interpreting II **two hours**

Using signs from ASL 102 and practice from tapes and Deaf guests on options for voicing for circumstances at different levels. Idioms discussed as to strategy for interpretation and how to arrive at decisions for translation choices. PR: SLI 102.

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201. Sign Language III **three hours**

Sign vocabulary is intensified. Use of familiar signs and the difference in meaning with the use of non-manual gestures. Full conversations using American Sign Language (ASL). Observance and utilization of naturalness, fluency, and functional appropriateness. PR: SLI 103.

202. Interpreting I **three hours**

Introduction to the profession of Interpreting, including review of ethical role, job opportunities, using all the "tools of the trade". Field trip included to interpreter job site to interview Deaf and interpreter. Videotapes used, various related associations discussed. Extensive practice sessions videotaped and analyzed for improvement. Concentration on listening process. Strategies discussed for predicting sentence flow. PR: SLI 201 or may be taken concurrently.

203. Voice Interpreting III **two hours**

Use of consecutive voicing. Use of videotape feedback. Deaf evaluation and feedback used. Voicing for Deaf, using various situations. Ability to use various modes of communication styles. PR: SLI 106.

204. Sign Language IV **three hours**

Review of all signs learned. Local area signs learned from Deaf. Comparison of ethnic influences. Slang, "home signs," and signs that have become obsolete will be discussed. Continuation of English idioms and the signs chosen to represent them. PR: SLI 201.

205. Interpreting II **three hours**

Videotaped sessions with Deaf constructive comments. Interpreting practice sessions, increased use of proper cross-cultural communications. Use of elements to include attention to the source and the target language. Certification procedures practiced and analyzed from current videotaped information. Preparation for certification discussed. PR: SLI 202.

206. Practicum **three hours**

Hours spent in the field during the week to follow class discussion of events. To include ethical issues, team interpreting, room setup, understanding the speaker, and other elements related to the interpretation experience. Average of 5 hours per week to be arranged. PR: SLI 202.

207. Interpreter Business Ethics **one hour**

How to handle oneself in business settings. To be able to negotiate the elements basic to the interpretation process. How to deal with co-interpreters and team interpreting. Negotiating the circumstances of the work environment and signing system to be used. Discussion of need for code of ethics to guide decisions. Example used and analyzed from RID Certification materials. PR: SLI 202.

Social Science

(School of Social Science)

100. Race, Class, and Gender **three hours**

An introductory multicultural course which explores race, class, gender, ethnicity and the dynamics of their interrelationships in American society. Themes include personal identity, power, and change. Interdisciplinary approaches of the humanities and the social sciences include historic, psychological, sociological, economic, educational and artistic (art, literature, poetry, song, dance, etc.).

199. Special Topics in Social Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

431. Methods and Materials of Teaching Social Studies **three hours**

Theory and practice in secondary school social studies. Students participate in laboratory exercises using various techniques of teaching social studies teaching and its various disciplines. Each student is also required to plan and teach at least one micro-unit. Fall semester only.

499. Interdisciplinary Seminar **three hours**

Identification and synthesis of major concepts in the fields of geography, history, political science, psychology, sociology and economics. No prerequisites for History Majors. PR: for teaching degree candidates: History 107, 108, 111, 112, 113, 302, 319, 341; Geography 210; Political Science 103; Sociology 110, 301; Economics 200 and/or consent of the instructor. Fall semester only.

Sociology

(School of Social Science)

100. Race, Class, and Gender **three hours**

An introductory multicultural course which explores race, class, gender, ethnicity and the dynamics of their interrelationships in American society. Themes include personal identity, power, and change. Interdisciplinary approaches of the humanities and the social sciences include historic, psychological, sociological, economic, educational and artistic (art, literature, poetry, song, dance, etc.).

110. Introductory Sociology **three hours**

The course is built around selected sociological concepts to provide a general understanding of our modern society.

111. Introduction to Anthropology **three hours**

This course is a survey of anthropology including both pre-historic and traditional peoples and cultures.

199. Special Topics in Sociology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits will be applicable as free electives in degree and certificate programs.

200. Social Problems **three hours**

A study of social stresses and strains in important areas of human relationships. PR: Soc. 110.

210. Introduction to Contemporary Human Services **three hours**

This is a study of the human service field. The course will include historical and theoretical perspectives, target populations and services, workers and careers, and current issues and proposed solutions.

230. Social Psychology **three hours**

A study of social structure and social interaction. Techniques of leadership and control will receive special study. PR: Soc. 110. Psychology 101 or Education 302 and 303 recommended. Same course as Psychology 230.

240. Nonparametric Statistics **three hours**

Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include non-parametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the sophomore year. (Credit in either Political Science or Sociology.) PR: Math 107 or 111 or 112 or 115 with a grade of "C" or better.

300. Human Behavior and Social Environment **three hours**

A study will be made of biological, cultural psychological, and social aspects of human behavior. This course will emphasize how these aspects are integrated, especially in the context of children and family systems.

301. Ethnology **three hours**

A study of human biological and social origins, including human prehistory, race, the origin and nature of culture, social organizations among preliterate peoples, cultural diffusion, and culture change. PR: Soc. 110 or 111.

302. Intervention Skills in Human Service Practice **three hours**

An assessment will be made of client system needs as well as a systematic study of problems, intervention strategies, and outcome goals. Student awareness of the different sizes and types of client systems will be emphasized.

310. Sociology of the Family **three hours**

A study of the background, structure and function of the American family with emphasis placed on the effect of social change upon the family. The meaning of the paired relationship is examined along with alternatives to marriage and the family. PR: Soc. 110.

325. Social Stratification **three hours**

The course includes an analysis of social structure and stratification in terms of class, status, and power relations in society; an examination of theories and research findings.

330. Urban Sociology **three hours**

A study of the characteristics of urban society including its culture, social relationships and institutions. Urban society is studied in comparison with rural society as a part of the American Society. PR: Soc. 110, 200.

340. Juvenile Delinquency **three hours**

A study of what society defines as delinquent behavior and of the young people designated as delinquents. Emphasis will be placed on the causes of delinquency and on the various techniques and methods of prevention, treatment, and rehabilitation. PR: Soc. 110, 200.

360. Methods of Social Research **three hours**

This course is an introduction to the planning and implementation of social research projects. The course will consider the topics of variables and hypotheses, flowcharts, tables, questionnaires, coding instructions and data sheets, machine processing, and survey analysis of the data. PR: 110 and 240.

380. Afro-American History and Culture **three hours**

A multi-disciplinary approach to the Negro in American life beginning with African civilization and covering the period up to and including the American Civil War. (Credit in History or Sociology.)

381. Blacks in America: 1865 to the Present **three hours**

An in-depth study of the history and culture of the Black Man in the United States from 1865 to present. (Credit in History or Sociology.)

400. Policy and Planning in Human Services **three hours**

This course involves a study of the policy making process, which includes problem analysis, program design, implementation, and feedback. The substantive issues concerning equality will be addressed throughout the semester.

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410. Industrial Sociology **three hours**

A study of the organization, structure, function and social relationship found in the various areas of industrial activity in American society. The area of industrial relations will receive special emphasis. PR: Soc. 110.

430. Community Organization **three hours**

A study of the structure and function of the various social groupings found in the community. The course is oriented toward the development of community leadership talent. PR: Soc. 110, 200.

450. Minority Groups **three hours**

A study of racial and cultural minority groups in the United States with special emphasis upon understanding the cause of their persistence and the reason for majority- minority antagonisms. A study of the techniques whereby prejudices are developed and reduced will be made. PR: Soc. 110, 200.

461. Advanced Methodology **three hours**

This course will critically interrelate and compare the various stages of social research such as conceptualization of hypothesis, measurement, experimental design, sampling, data collection, data analysis, and data interpretation. Within this format, various special topics will be developed depending upon the available resources. PR: Soc. 460 or consent of the instructor.

470. Sociological Theory **three hours**

A study of the historical development of modern sociological thought. PR: 360.

471. Advanced Sociological Theory: A Critical Review **three hours**

An intensive study and critical examination of certain selected sociological theorists and the ways in which they differ and are similar. PR: Sociology 470 or consent.

485. Practicum **six hours**

An examination will be made of the human service agency through an educationally directed, supervised field experience. PR: Consent.

490. Seminar: Sociological Literature **three hours**

A course designed to use original sources and publications not primarily used as texts. PR: Soc. 470 or consent of instructor.

491. Seminar: Sociological Literature **one to three hours**

A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.

492. Seminar: Sociological Literature **one to three hours**

A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.

497. Seminar: Special Problems in Sociology **one to three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.

498. Seminar: Special Problems in Sociology **one to three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.

499. Seminar: Special Problems in Sociology **three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: Soc. 470 or consent of instructor.

Spanish

(School of Language and Literature)

101. Elementary Spanish I **three hours**

The students will practice the pronunciation of the Spanish language and will learn the basic grammar as they develop skills in reading, speaking, understanding and writing.

102. Elementary Spanish II **three hours**

This course is a continuation of Spanish 101. PR: Spanish 101 or one year of high school Spanish.

199. Special Topics in Spanish **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate Spanish I **three hours**

The students will review Spanish grammar and will develop competence in the four basic skills with emphasis on rapid reading. PR: Spanish 101 and 102 or two years of high school Spanish.

202. Intermediate Spanish II **three hours**

This class is a continuation of Spanish 201. PR: Spanish 201.

301. Spanish Composition and Conversation I **three hours**

This course is designed to improve skills in oral and written communication in situations and activities related to everyday living, both at home and in the workplace, focusing on such areas as the liberal arts, business, technology, law enforcement, and health fields. Prerequisites are Spanish 201 and 202 or equivalent, or consent of the instructor.

302. Spanish Composition and Conversation II **three hours**

This course is a continuation of Spanish 301 with ever-increasing emphasis on communicative skills relevant to a wide variety of cultural contexts. Prerequisites are Spanish 201 and 202 or equivalent, or consent of the instructor. While having Spanish 301 prior to Spanish 302 is desirable, it is not required.

310. Spanish Civilization and Culture **three hours**

The students will study the life, civilization, and culture of Spain through extensive reading, use of A-V material, writing and class discussion. PR: Spanish 201 and 202 or consent of the instructor.

320. Latin American Civilization and Culture **three hours**

The students will study the life, civilization, and culture of Latin American through extensive reading, use of A-V material, writing and class discussion. PR: Spanish 201 and 202 or consent of the instructor.

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Speech Communication

(School of Fine Arts)

100. Introduction to Speech Communication **three hours**

An introduction to the elements involved in human communication, dealing with theory and practice as they relate to intrapersonal, interpersonal, small and large group communication situations. General Studies requirement for B.A. and B.S. degrees for students who enrolled prior to the fall of 1993. This course will be discontinued in the Fall of 1995.

102. Speech Communication Theory **two hours**

This introductory course to the theory of speech communication focuses upon specific speech communication contexts: Intrapersonal, interpersonal, small group, public, organizational, and mass communication, emphasizing historical and ethical perspectives. Thinking, listening, language, nonverbal communication will receive special study in relation to the contexts. Theory learned is put into practice in Speech Communication 202. General Studies requirement for B.A., B.S., and B.A. in Education degrees for all students enrolled since the fall of 1993.

103. Listening Skills **one hour**

This course focuses on the foundation techniques-behavioral, attitudinal and cognitive-which are used in effective listening. The course will examine also what is known about listening. Exercises designed to improve listening techniques and skill are included.

105. Voice and Diction **three hours**

Theory and practice of speech science to provide basic information prerequisite to further speech and drama study and to improve the skills of the speaking voice. Open to speech communication and theatre students and music students only. Offered fall semesters.

107. Speech Improvement **three hours**

Designed for students who wish to improve the effectiveness of their speech (voice and diction). Training in pronunciation, enunciation, and voice production in order to develop standard speech. Therapy for major speech disorders is not administered. May not be substituted for Speech 105 requirement. Offered spring semesters.

152. Basic Speech and Hearing Science **three hours**

An introduction to the scientific basis for speech and hearing. Taught on demand.

153. Phonetics **three hours**

A study of the phonetic characteristics in normal and deviant speech production. Taught on demand.

154. Anatomy of the Speech and Hearing Mechanism **three hours**

A study of the anatomy and physiology of the human speech mechanism, the human auditory mechanism, and the human nervous system. Taught on demand.

170. Broadcast Production Processes **three hours**

An introduction to the theory and practice of basic radio and television production operations; audio and video student operations; audio/video tape duplication procedures; fundamental closed-circuit television operations; and recording procedures for single camera recording. PR to Speech 271, 272, 278, 371, 379. Taught on demand.

171. Introduction to Broadcasting **two hours**

Survey of the industry and its role in today's society. Historical development and current responsibilities of broadcasting. Organization of stations and their relation to networks. Federal regulations and industry codes. Technical aspects of radio and television. Brief consideration of programming and production techniques. Field trips to area commercial and educational stations. Fall Semester.

173. Radio/Television Production **four hours**

The class is designed to involve the student in the production of broadcast exercises designed to simulate actual production requirements found in most entry level positions. Taught on demand.

199. Special Topics in Speech Communication **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. Maximum credit-3 hrs. per semester.

202. Speech Communication Practice **three hours**

A course which involves practical application of the theory and knowledge acquired by the student in the Speech Communication Theory course. The student will participate in a variety of exercises and tasks in all communication contexts. It is recommended that this course be taken the semester following Speech Communication 102. PR Speech Communication 102.

215. Nonverbal Communication **two hours**

A course in the non-verbal component of speech communication, which will examine the human body as a message carrier; the message characteristics of space, time, and artifacts; and finally, the functions of non-verbal communication as it affects first impressions, relational communication, and interaction. Spring semester. PR: Speech Communication 102, 202 or 222.

219. Language in Speech Communication **three hours**

A study of verbal coding for communication. Focuses upon the function of language in oral communication, theories of oral language acquisition and behavior and the special problems involved in oral language coding for audiences. PR: Speech Communication 102, 202 or 222. Spring semester of even numbered years.

221. Classroom Communication **three hours**

As an introduction to principles and practices of effective oral communication for the classroom teacher, all study and practice in this class is directed toward the special speaking and listening needs of elementary and secondary classroom teachers and their students. PR: English 104, 108. Required of all B.A. in Education students. This course will be discontinued in the Fall of 1995. Students will be required to take 222.

222. Classroom Communication **three hours**

The second of a two course general studies requirement for education majors, this course provides opportunities for the student to apply the principles of effective oral communication to the classroom environment. All study and practice in this class is directed toward the special speaking and on listening needs of elementary and secondary classroom teachers and their students. PR: Speech Communication 102, English 104, 108. Required of all B.A. in education students.

231. Small Group Communication **three hours**

A study of communication in a small group context with emphasis on the processes of role emergence and decision-making in the task oriented group. Group cohesiveness, roles, group acculturation, leadership emergence, and the small group in organizations are among the topics studied. Spring semester. PR: Speech Communication 102, 202 or 222.

235. Interpersonal Communication **three hours**

A study of communication in dyadic settings with an emphasis on increasing awareness and understanding of the theories, concepts and principles related to human interaction. Focus is placed on improving skills in interpersonal communication. Fall Semester. PR: Speech Communication 102, 202 or 222.

241. Argumentation and Debate **three hours**

A study of the principles of argumentation, logic and reasoning, evidence and decision-making. A practical application of these principles is emphasized through the study of current controversies and oral class debates. Fall semester. PR: Speech Communication 102, 202 or 222.

249. Intercollegiate Debate I-IV **one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to freshmen and sophomores. Juniors and seniors see Speech Communication 449. PR: Speech Communication 241 or consent.

270. Radio/Television Announcing **three hours**

Study and practice of major aspects of various announcing cycles, along with routine procedures in logging programs, EBS regulations, air-checks, etc. Requires two hours per week outside class practice time. PR: Speech 173 and/or consent. Spring semester.

271. Broadcast Practicum **two hours**

Designed to provide laboratory experience in black and white and color television production, and monaural audio production. Students participate in production for on and off campus dissemination. PR: Speech Communication 170.

272. Broadcast Practicum **two hours**

A continuation of 271.

303. Listening: Theory and Practice **three hours**

This course is designed to provide extensive knowledge and background in the communication skill of listening. The course will focus on the various component techniques of listening including such elements as attention, reception, comprehension, memory, feedback and note-taking as well as special applications of listening. Special attention will be paid to exercises for teaching listening. PR: Speech Communication 103 or consent. Taught fall semesters of even numbered years.

337. Persuasive Communication **two hours**

A study of the speaker, audience, and environmental factors influencing the persuasive process. Designed to give advanced speech students training in the preparation, presentation, and critical analysis of persuasive speeches. Fall Semester. PR: Speech Communication 102, 202 or 222, and 241.

345. Oratory **one hour**

Study of origin, historical influences, and changing nature of oratory. Practice in development of persuasive manuscript speeches for competition. PR: Speech Communication 337. Spring Semester.

361. Speaking for Business and Professionals **three hours**

A study of the special interpersonal and public communication demands on business and professional persons. Focuses on preparation and practice in interviewing, selling, training employees and facilitating internal communication in community, business and professional organizations. Spring semester of odd numbered years. PR: Speech Communication 102, 202 or 222.

369. Communication in Organizations **three hours**

This course will study the nature of communication in organizations and the skills necessary to communicate effectively in the organizational setting. This course will cover the organization as a communication system, the formal and informal systems, serial communication, networks, alternative communication systems, interpersonal and organizational communication skills, and communication problems and strategies in organizations. Spring semester of even numbered years. PR: Speech Communication 102, 202 or 222.

421. Extemporaneous Speaking **one hour**

Study of origin, aim and development of extemporaneous speeches. Preparation for competition. Spring semester. PR: Speech Communication 241 and 337.

431. Methods and Materials in Teaching Speech Communication and Theatre **three hours**

Philosophy, methods, and materials of teaching speech communication and theatre as well as directing the speech communication and theatre co-curricular and extra-curricular activities in the secondary schools. Fulfills Professional Block requirement for those with a single teaching field in oral communication. Fall Semester.

439. Public Speaking Practicum I-VIII **one-eight hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in public speaking, i.e., after-dinner, extemporaneous, oratory, etc. maximum credit in any semester is one hour. PR: Speech Communication 241 and 337.

449. Intercollegiate Debate I-IV **one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to juniors and seniors. Freshmen and sophomores see Speech Communication 249. PR: Speech Communication 241 or consent.

459. Speech Correction **three hours**

An introduction to the field of speech pathology and audiology. Study of normal speech and language development and the major classifications of speech, language and hearing disorders. Fall semester and summer term.

469. Seminar in Ethical and Legal Issues of Communication **three hours**

The course will investigate the thinking of ethical philosophers such as Socrates, Plato, Quintillian, Bacon, Mills, Toulmin, Burke, et al. to explore the issue of ethical communication. Topics such as lying and deception, communicator responsibility for message effects, persuasion, manipulation and propaganda will be discussed. The course will continue through a study of the legal issues of communication in the United States beginning with the First Amendment to the Constitution and considering topics such as protected and unprotected speech, censorship, regulation of time, place and manner of speaking, defamation and the regulation of the broadcast media. Fall semester of odd numbered years.

491. Directed Study in Speech Communication **one-four hours**

The students elect directed study in any area of speech communication which is not treated in the speech course offerings. Course is designed by the student and selected faculty with approval of School's chairman. Maximum credit earned in any one semester is one credit hour. PR: Consent of instructor.

Technology

(School of Technology)

Aviation Administration

AM 100. Aircraft Flight Theory **three hours**

A study of the subject areas and information needed to operate as a private pilot in the aviation environment.

AM 102. Introduction to Air Traffic Control **three hours**

This course provides a description of basic air traffic control procedures and phraseology used by personnel providing air traffic control services. Topics include the history of air traffic control, definitions, basic phraseology, airspace utilization, and air navigation and Federal Aviation Administration rules governing air traffic control.

AM 199. Special Topics **one-twelve hours**

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

AM 210. Aviation Meteorology **three hours**

A survey of the basic concepts and processes of atmospheric phenomena and their relation to aeronautical conditions.

AM 211. Airport Management **three hours**

This course presents a study of airfield operations, and management with a focus on the role of the airport manager, the role of the airport in the community, budgeting, marketing and tenant relationships.

AM 213. Airport Planning and Development **three hours**

The principles of airport system planning and airport master planning will be studied. Airport design standards, historical evolution of airports, key airport legislation and environmental impact planning for airports are key course topics.

AM 214. Air Traffic Control Procedures **three hours**

This course is designed to prepare the student to successfully complete the FAA Air Traffic Controller screening exams. Topics covered include: Tower procedures, aircraft separation, departures/arrivals, special procedures.AM 301. Aviation History three hours

This course traces man's effort to achieve and sustain flight from early mythology to present. Special emphasis is given to the evolution of the airplane.

AM 299. Special Topics **one-twelve hours**

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

AM 302. Aviation Law **three hours**

A study of the legal requirements of, and the case law/decisions affecting the aviation industry. Topics covered include contracts, liabilities, rights of operators, criminal statues, the U.S. legal system, etc., as applied to aviation.

AM 303. Airline Operations **three hours**

A study of the administrative aspects of airline operation and management including a detailed study of airline organization, structure, and operational issues. Topics to be covered include airline history, airline economics, airline pricing, airline marketing, fleet planning and labor relations. A case study approach will be used to study individual airlines and/or airline related issues.

AM 304. Aviation Maintenance Management **three hours**

This course provides instruction concerning the functions and responsibilities of the aviation maintenance manager. Maintenance management in general aviation, regional airlines and major and national airlines will be studied.

AM 305. General Aviation Operations **three hours**

A study of the general aviation industry, including general aviation aircraft manufacturing,

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fixed base operations, and corporate flight departments. A basic definition of general aviation, its role and major components will be covered.

AM 307. Aviation Safety **three hours**

This course introduces the student to various aspects of aviation safety including flight safety, ground safety, and how to manage and plan for safety in aviation. Case studies of individual aviation incidents, safety studies and accidents will be presented.

AM 399. Special Topics **one-twelve hours**

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

AM 401. Trends and Current Issues in Air Transportation **three hours**

This course presents an analysis of selected contemporary issues, problems and trends facing various segments of the aviation industry (manufacturers, airlines, general aviation and government). Students will apply previously learned principles to practical problems in the aviation industry.

AM 402. Fiscal Aspects of Aviation Management **three hours**

This course will provide an introduction to financial management problems encountered in aviation management. Topics covered include basic accounting, financial management principles, cash flow analysis, budgeting and financial statement analysis.

AM 403. Aviation Project **one to four hours**

Independent study primarily for senior students who wish to pursue study and development work in special areas. Subject must be arranged with the instructor before enrolling in the course.

AM 404. Advanced Composite Structures **three hours**

An in-depth study of the inspection and repair of Aircraft Composite Structures.

AM 405. Advanced Non-Destructive Testing **three hours**

A detailed study of non-destructive testing methods used on aircraft. This course prepares the student for ASNT Level I certification.

AM 499. Special Topics **one-twelve hours**

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

Avionics

AV 100. Introduction to Aviation **three hours**

This course introduces the student to the federal regulatory systems and technical publications, aircraft nomenclature, theory of flight weight and balance, and materials used in aircraft maintenance.

AV 102. Principles of Radio Transmitters and Receivers **three hours**

This course examines the fundamental principles of radio communications. Specific topics include RF generation, amplification, filtering, frequency conversion, types of modulation, propagation characteristics of RF waves, bandwidth considerations, and other topics related to the transmission, reception, and processing of RF signals. PR: ELE 100.

AV 110. Aircraft Power Generation and Distribution Systems **three hours**

This course examimes DC and AC power generation systems, generator paralleling, voltage regulation, power distribution and circuit protection devices, and DC and AC machines used in aircraft systems. Emphasis is on developing an understanding of the systems adequate to test, inspect, troubleshoot, and repair at the the system and component levels. PR: ELE 100.

AV 200. Electronic Flight Management Systems **three hours**

This course introduces the student to the principles of operation of various Flight Management Systems including: auto-pilot, automatic test equipment (BITE), EICAS, and on-board flight management computers. PR: AV 110, ELE 100.

AV 202. Instrument Landing Systems **three hours**

This course introduces the student to the theory of operation, troubleshooting and operational checks of instrument landing systems. PR: AV 102.

AV 204. Aircraft Navigation Systems **three hours**

This course focuses on flight navigation equipment used in modern aircraft. The course will introduce the student to the operating principles, components and troubleshooting procedures for navigation systems. PR: AV 102.

AV 206. Aircraft Communication Systems **three hours**

This course introduces the student to the theory of operation and "Black Box" level maintenance of airborne communications equipment including VHF/HF radios, antennas, interphones, P.A. systems and passenger entertainment systems. PR: AV 102.

AV 208. Avionics Maintenance Practices **two hours**

This course introduces the Avionics student to the fundamentals of aircraft maintenance with the emphasis on developing manipulative skills.

AV 209. Aircraft Pulse and Radar Systems **three hours**

This course examines aircraft pulsed microwave systems including weather radar, distance measuring equipment (DME), and ATC transponder systems. PR: AV 102.

AV 210. FCC License Preparation **two hours**

This course prepares the student to successfully complete the Federal Communication Commission's General Radio-Telephone License. PR: AV 102.

Aviation

AP 101. Introduction to Aviation Maintenance **three hours**

A study of the fundamentals of Aviation Maintenance. Topics include: aircraft familiarization, nomenclature, materials, hardware used on aircraft, theory of flight, and basic physics. Meets FAR 147 requirements.

AP 102. Aircraft Basic Science **three hours**

A study of federal aviation regulations, maintenance publications, weight and balance, technical drawings, charts and graphs. Meets FAR 147 requirements.

AP 103. Aviation Shop Practices **three hours**

A study of the use of basic hand tools and power equipment, shop safety, aircraft fluid lines and fittings, aircraft cleaning and corrosion control. The use and care of precision measuring equipment and the use and interpretation of various non-destructive inspection methods. Meets FAR 147 requirements.

AP 105. Aircraft Utility Systems **three hours**

This course covers the areas of airframe ice and rain control systems, fire protection systems, (airframe and engine), and fuel systems (airframe and engine). Also included are transport aircraft systems including doors, lavatory systems, galley systems, passenger service units, windows, emergency equipment, and cargo loading systems. Meets FAR 147 requirements.

AP 106. Aircraft Information System **three hours**

This is a study of the communication, navigation, and instrument systems of the aircraft and engine. PR: AP 101, 102, 103, 104 or permission from the instructor. Meets FAR 147 requirements.

AP 109. Aircraft Electronics **three hours**

This course examines the fundamental principles of electronics as applied to aircraft electrical systems. Specific topics covered include AC/DC, series-parallel circuits, circuit analysis theorems, transistors, digital theory and devices. Meets FAR 147 requirements.

AP 201. Reciprocating Engines and System **three hours**

This course is a study of the theory of operation of reciprocating engines and their systems. The course emphasizes the principles of operation, nomenclature, construction, and system design. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

AP 202. Aircraft Sheet Metal Structures **three hours**

This course covers all aspects of sheet metal structures and aircraft welding. A strong em-

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phasis is placed on the hands-on skills. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

AP 203. Reciprocating Engine Maintenance and Return to Service **five hours**

This course emphasizes the hands-on maintenance and overhaul of piston engines. Topics include engine removal, replacement, troubleshooting, inspection, engine maintenance and overhaul, system component repair, inspection, and troubleshooting. PR: AP 101, 102, 103, 201, or permission from the instructor. Meets FAR 147 requirements.

AP 204. Propeller Systems **three hours**

A detailed study of propellers, their components, operation and maintenance. PR: AP 101, 102, 103, 201 or permission from the instructor. Must be taken concurrently with AP 203. Meets FAR 147 requirements.

AP 205. Turbine Engines and Systems **three hours**

A study of the theory of operation of turbine engines and their systems. This course emphasizes the principles of operation, nomenclature, construction and system design. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

AP 206. Aircraft Fluid Power and Landing Gear Systems **three hours**

A detailed study of aircraft hydraulic, pneumatic and landing gear systems. This includes the study of airliner systems. PR: AP 101, 102, 103, 104, or permission from the instructor. Meets FAR 147 requirements.

AP 207. Turbine Engine Maintenance and Inspection **three hours**

This course emphasizes the hands-on maintenance, overhaul, repair, troubleshooting, and inspection of turbine engines and their systems. PR: AP 101, 102, 103, 205, or permission from the instructor. Meets FAR 147 requirements.

AP 208. Cabin Atmosphere Control Systems **three hours**

This course is a detailed study of aircraft heating, oxygen, air conditioning, and pressurization systems. Large airliner systems will be covered. PR: AP 101, 102, 103, 104, or permission from the instructor. Meets FAR 147 requirements.

AP 209. Aircraft Flight Control Systems **three hours**

A detailed study of aircraft control surfaces to include operation, assembly and rigging. Airframe inspection procedures is also covered. PR: AP 101, 102, 103, 104, 105, or permission from the instructor. Meets FAR 147 requirements.

AP 210. Non Metallic Structures **three hours**

A study of wood, fabric, composite and plastic aircraft structures; also covered is the finishing of these structures. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

AP 211. Helicopter Fundamentals **one hour**

A study of helicopter aerodynamics, assembly, rigging systems and components. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

Technology

TEC 100. Technology and Society **three hours**

An analysis of the historical development of man and technology as antecedents of the technological society. Students will interact with the domains of technology through problem solving applications of engineering problems. PR: None.

TEC 101. Introduction to Technology **three hours**

This course is intended as a survey of the discipline of technology. The goal of the course is for the student to develop some measure of technological literacy and an understanding of the uniqueness of technology in human endeavors. Instruction will consist of lectures, media presentations, discussions, field trips, and class activities.

TEC 150. Control Technology **three hours**

Control technology is a course that addresses mechanical, fluid, electrical, electronic and computer instrumentation used to regulate technical products and systems. Students will develop knowledge and skills of common control related components/devices and apply them to the solution of practical problems found in typical technology education settings. CR: Math 101.

TEC 199. Special Topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 202. Transportation I **three hours**

A study of the means by which mass is moved from one point to another. This will be achieved by studying the propulsion, guidance, control, suspension, structure, and support elements of a wide variety of transportation subsystems. PR: None.

TEC 203. Manufacturing I **three hours**

This course deals with an introduction to the inputs, processes, and outputs of the manufacturing system. The methodology of the course will involve students with selected Research [Development and Production processes of the Manufacturing system. More specifically, each student will design and engineer a middle school or high school level product. They will then perform selected production planning, plant engineering, and quality control activities to prepare their product for mass-production. The results of these Research & Development and Production activities will be developed into camera ready copy production packets. Finally, each student will set up a production line for the class to mass-produce a limited number of their products, using jigs, fixtures, and/or other mass-production related tooling. PR: DRF 100 and either WOD 100 (Technology Education majors) or MFG 210 (Manufacturing Engineering Technology majors).

TEC 204. Construction **three hours**

This course deals with an introduction to the inputs, processes, and outputs of the construction system. The methodology of this course will involve students with selected structural design and analysis, structural engineering, personnel relations, financial affairs, and structural production processes which are used by humans to construct building structures, non-building structures (bridges, tunnels, dams, etc.) and transportation structures/surfaces. This course is designed to provide teacher education majors with an overall view of the construction system that can be applied to middle school and high school classroom situations. The primary methodology in this course is structural model building and testing. PR: WOD 100, TEC 150; CR: DRF 100.

TEC 250. History of Technology **three hours**

A survey course from prehistorical tool-making to atomic energy and computers in the twentieth century. Credit in history or technical education. PR: None.

TEC 280. Empowering Leadership **three hours**

The purpose of this course is to help prepare students to assume increasingly responsible leadership roles of empowerment in their personal, professional, and academic lives. This interdisciplinary, student-centered course focuses not only on significant theories of empowering leadership and their applicability to leaders of the past and present, but also includes substantial hands-on, experiential learning opportunities in which students practice empowering leadership. The course is also a General Studies elective in the following areas: Business, Education, and English. PR: A score of 17 or above on the ACT English test and a passing writing sample score or successful completion of D.S. 107.

TEC 290. Engineering Analysis I **four hours**

Technical problem solution utilizing analytical geometry and calculus. Topics include: curvilinear motion, related rates, curve sketching, maximal and minimal problems; areas, volumes, centroids, and moments of inertia by integration. PR: Sophomore standing. Math 101 and 102 with a final grade of "C" or better in each course and at least nine credits of technology courses.

TEC 299. Special Topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 300. Engineering Analysis II **four hours**

A continuation of the study of problem solving procedures utilizing calculus. Topics include: transcendental functions, partial derivative, double integration; methods of curve fitting; series expansion; differential equations. PR: TEC 290 with a final grade of "C" or better.

TEC 301. Communication **three hours**

This is a study of the technical means by which man communicates. The emphasis will be

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on electronic and graphic forms of communication. The social/cultural aspects of communication will be studied as well as the technical components. The course will be general education in nature and the immediate audience will be prospective junior and senior high school industrial arts teachers. PR: GCT 100, Tec. 150.

TEC 302. Manufacturing II **three hours**

This course deals with the analysis of the inputs, processes, and outputs of the manufacturing system. The methodology of this class is to simulate the organization and operation of a manufacturing corporation. Students will elect a board of directors, a company president, and organize departments in research and development, industrial relations, finance, production, and marketing. The class will design and engineer a college level product, plan for mass-production of the product, finance the production of the product through common stock sales or other financial means, mass-produce the product, and market the product in the school or local community. PR: TEC 203, TEC. 150 (For Technology Education Majors Only).

TEC 303. Transportation II **three hours**

A study of the means by which mass is moved from one point to another. This will be achieved by studying the environments system elements, and social/cultural aspects of the transportation system-past, present and future. It shall be general education in nature and the immediate audience will be prospective junior and senior high school industrial art teachers. PR: TEC 202, TEC. 150

TEC 310. Man and Technology **three hours**

A historical study of man and technology as a basis for the development of contemporary philosophical systems. PR: Junior standing.

TEC 331. Organization and Administration of Technology Education **three hours**

This course is designed to prepare the pre-service technology education teacher to effectively organize and manage a technology education classroom and laboratory. Emphasis is placed on safety system design, discipline planning, laboratory organization and management, requisitioning/supplies/equipment, machine maintenance and facility design. Also included are topics relating to curriculum trends, Technology Student Association (TSA) and public relations. CR: TEC 202, 203, 204, GCT 100.

TEC 393. Future Global Crises **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Political Science or Psychology) PR: Junior standing.

TEC 399. Special Topics **one-three hours**

A study of special topics of educational, technical or industrial concern. PR: Consent.

TEC 400. Work Experience Seminar **four hours**

A functional analysis of industrial organization and management, and the implementation of these concepts toward the initiation of a new industry. PR: Technology sophomore standing or consent.

TEC 401. Work Experience Laboratory **eight hours**

On the job work experience including employer evaluation.

TEC 431. Methods and Materials for Teaching Technology Education **three hours**

This course is designed to prepare the pre-service technology education teacher to effectively teach the range of students in grades five through twelve in the public schools. Emphasis is placed on designing a unit of instruction in one of the four technology education system areas. The primary assignment is the preparation of a course unit of study that will include the following topics: a rationale, course/unit planning, lesson planning, instructional objectives, instructional strategies, and student evaluation/grading. PR EDUC. 303, TEC. 204, TEC. 301, TEC. 302, TEC. 303, TEC. 331.

TEC 499. Special Topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

Architecture

ARC 130. Architectural History I **three hours**

This course covers architectural history from prehistoric times through the Gothic period. The emphasis in this course will be on the historical, social, and technological factors behind the structures.

ARC 160. Architectural History II **three hours**

This course is a continuation of architectural history from the Renaissance period to the present. The emphasis in this course will be on the historical, social, and technological factors behind the structures. PR: ARC 130.

ARC 200. Graphics **three hours**

This course is an introduction to architectural presentation drawings. The course emphasizes rendering techniques and perspective drawing. PR: DRF 100 or two years of High School Drafting.

ARC 210. Design I **four hours**

Introduction to developing design methodology and subsequently integrating these concepts into the process of design. Topics covered include form studies and theory, and incorporating these into the design of architectural elements. Introduction of sketching, graphic and modeling skills to communicate design concepts. Emphasis on developing the presentation skills of the student. PR: ARC 160, ART 111, Arch. Dwg. elective.

ARC 225. Architectural CADD **three hours**

Introduction to computer aided drafting and design. Material will include an introduction to the basic drawing processes of the computer and subsequent application to design solutions in architecture. PR: CS 101.

ARC 250. Design II **four hours**

Continuation of design methodology as applicable to the design of simple structures. Emphasis on tectonics as well as the nature of materials and the site. Further development of sketching, graphic and modeling skills as students learn to understand, interpret, and represent spaces, as well as further development of presentations skills. A first-year design portfolio will be developed. PR: ARC 210.

ARC 300. Design III **four hours**

This class encompasses the investigation, synthesis, and communication of characteristics of the built environment. Material covered includes programming of a building with respect to function, user, and site; and exploration of energy conservation and solar application. Students will develop a more advanced level of design, graphic skills, and three-dimensional modeling. PR: ARC 250, 1st Year Portfolio, CR: ARC 320.

ARC 310. Construction Details and Materials **four hours**

This course is a comprehensive exploration of materials, structural systems, and details in the context of commercial building design. Students will produce a set of working drawings for an architectural office setting. PR: ARC 350, CIV 220, CR: ARC 450.

ARC 320. Site Planning **three hours**

This course covers analyzing a site and optimizing the relationship of a building to its site, taking into account the buildings program and the natural environment. PR: ARC 250.

ARC 350. Design IV **four hours**

This course explores the architectural design in the context of the urban fabric. Topics include urban design, historic preservation, and the social impact of the built environment. Cultural and behavioral patterns will be explored. Students will develop further their modeling skills, graphic communication, and oral communication. A second year portfolio will be developed. PR: ARC 300; CR: ARC 420.

ARC 420. Urban Design and Preservation **three hours**

This course explores urban planning and the application of its basic principles to an urban context. History of urban design, urban development, and historic preservation will be discussed and applied to design projects. PR: ARC 300, CR: ARC 350.

ARC 430. Mechanical and Electrical Systems **three hours**

Introduction to the design of mechanical and electrical systems. PR: ARC 250.

ARC 450. Design V **four hours**

This course encompasses architectural design as an integration of design concept and building technology. Concepts synthesized in the design process include structural systems, mechanical systems, and building materials, as well as more sophisticated building design. Advanced graphic communications will be combined with computer applications. PR: ARC 350, 2nd Year Portfolio; CR: ARC 310.

ARC 460. Design VI **four hours**

This class executes a comprehensive architectural design of the student's choice with the approval of the instructor. Concentration in the project may be in building technology, urban design, historical design, theory, environmental design, or other approved topic area. Student will develop the design concept, conduct research, develop the form and express the design of the structure at a sophisticated level of graphic and three-dimensional skills. A third year portfolio will be completed. PR: ARC 450.

Civil

CIV 200. Introduction to Surveying **three hours**

This course will provide students with an introduction to surveying. Topics will include theory of linear distance measurement, proper note keeping, transit/tape surveying techniques, leveling procedures, measurement of horizontal and vertical angles, stadia, bearings and azimuths, rectangular coordinates, topography, and mapping techniques. Students will learn to use all types of surveying equipment including levels, transits, theodolites, total stations, and Electronic Distance Measurements (EDM) devices. CR: Math 101 or consent of instructor.

CIV 210. Light Construction **four hours**

Practices utilized in the erection of residential and industrial buildings with technical information involving problems from ground to roof.

CIV 220. Construction Materials and Methods **four hours**

Identification, properties and standard test methods for steel, concrete, timber, masonry products, bituminous products, soils, aggregate. Heavy construction methods are also discussed. PR: CIV 210, Math 101, or consent of instructor.

CIV 230. Construction Estimating **three hours**

This course covers construction cost estimating techniques for various types of construction projects. Included are certain inter-related topics, such as: production, bidding and specifications as they affect the contractor during the cost estimating process. PR: CIV 220, CS 100 or consent of instructor.

CIV 240. Construction, Land and Route Surveying **three hours**

This course will provide students with an introduction to construction surveying, land surveying, and route surveying. Topics will include horizontal and vertical control, building location and layout, pipeline layout, construction staking procedures, earth quantity measurements, triangulation, horizontal and vertical curves, plan and profile, area and cross sections, volume calculations, mass diagrams, boundary control, and deed descriptions. PR: CIV 200, CS 100.

CIV 275. Civil Engineering Graphics **three hours**

This course will provide students with an introduction to computer-assisted civil engineering drafting and design. Includes coverage of graphics techniques, drawing organization, dimensioning, orthographic projection, and specific applications of civil engineering drafting and design. Typical applications will include coordinate geometry, contours, topics in highway design, concrete, steel and structural wood drafting. PR: DRF 270.

CIV 280. Environmental Engineering Technology I **three hours**

This course is designed to serve as an introduction to environmental engineering technology. The course will provide an overview of the environmental field including laws and regulations, water quality, hydraulic and hydrologic fundamentals, water and wastewater treatment, groundwater contamination, and solid waste management. PR: Chemistry 101. CR: Tec 290.

CIV 290. Introduction to Structures **three hours**

This is an introductory course related to structures, their analysis, and design. This course will provide an elementary overview of the analysis, design, and detailing of steel and wood structures with emphasis on steel. Course coverage will include design of beams, columns, and connections. PR: MEC 200.

CIV 305. Hydraulics and Hydrology **three hours**

This course will introduce students to hydraulics and hydrology. Topics in hydraulics will include closed conduit flow, networks, reservoirs, hydraulic machinery, pumps in series and parallel, and hydraulic structures. Topics in hydrology will include statistics and probability, hydrologic cycle and data, open channel flow, flood control and discharge, and culvert and detention pond design. PR: CS 100, TEC 290, CIV 280 or consent of instructor.

CIV 340. Soil Mechanics and Environmental Geotechnics **four hours**

This course provides students with an introduction to soil mechanics including soil origin and composition, index properties and classification, permeability, capillary, seepage, drainage, frost heave, combined stresses, total and effective stresses, compressibility, and consolidation. Topics in environmental geotechnics will include site investigations, hydrogeology, hydraulic conductivity, and soil contaminants. PR: MEC 200, CIV 280, or consent of instructor.

CIV 400. Highway Design and Transportation **three hours**

This course covers basic transportation theory and design including parametric statistics, traffic flow, capacity, level of service, pavement design and geometric design. PR: TEC 290, CIV 340, or consent of instructor.

CIV 410. Structural Analysis **three hours**

This course provides an analysis of structures including cables, beams, columns, trusses and frames. Also included is buckling, shear, moment and deflection in statically determinate structures. PR: MEC 200, TEC 300.

CIV 420. Construction Planning and Administration **three hours**

Introduction to construction management. Topics include construction planning and scheduling, economics, contracts, administration, health and safety, productivity, and performance. PR: CS 101, CIV 230, MFG 205.

CIV 430. Advanced Surveying Problems **three hours**

This course is offered as an elective for those students desiring to improve their ability and self-confidence in surveying. Both engineering (construction) and land surveying are covered. Subjects include: triangulations, curves, route surveying, mine surveying, areas and cross-sections, computations, construction layouts, alternate methods of land surveys, deeds and land descriptions. PR: CIV 240.

CIV 440. Structural Design **three hours**

A continuation of CIV 290 with more in-depth design of reinforced concrete and steel structures. PR: CIV 290.

CIV 450. Structures **three hours**

Introduction to the structural design of typical building components using steel, timber, and concrete. The course will include design of laterally supported and unsupported beams, one and two-way slabs, columns, beam-columns, tension members, connections, and wall and column footings. PR: CIV 220, MEC 200.

CIV 460. Environmental Engineering Technology II **three hours**

This course will cover theories and practices in water and wastewater treatment systems including physical, chemical and biological treatment processes. Other topics covered include surface water quality characteristics, modeling, and permitting. PR: CIV 280 and TEC 290.

CIV 470. Advanced Soil Mechanics and Foundation Design **three hours**

This course is a continuation of CIV 340 and includes shear strength, laboratory and field test methods and their use in design. Other topics include an introduction to shallow and deep foundations to include bearing capacity and settlement analysis, the study of earth pressure for use in design of retaining walls, sheet piles, and excavating bracing, and an introduction to earth structure design and slope stability analysis. PR: CIV 340.

Drafting

DRF 100. Engineering Graphics **three hours**

Basic drawing processes and techniques including freehand lettering, geometric construction, sketching, multi-view and pictorial drawing, dimensioning and sheet layout. Tools, drawing surfaces, computer graphics, and projection theory will be stressed throughout the course.

DRF 205. Technical Illustration **three hours**

An introduction to convey information as to the shape, size, and formation of a three dimension object. Areas include technical sketches, drawings, and illustrations for parts catalogues. Content areas include: isometrics, perspectives, three dimensional wire frames, and solid models. Three dimensional rendering will also be explored. PR: DRF 270.

DRF 215. Architectural Drafting **four hours**

A comprehensive study of the planning, designing and drawing of a single family residence. Primary considerations include the site, styling, codes, zones and basic construction techniques. Modern house planning results in a complete set of plans and specifications. PR: DRF 100 (or two years of high school drafting for Architectural majors only.)

DRF 225. Descriptive Geometry **three hours**

A study of the science of graphic representation and solution of space problems involving points, lines, intersections, parallelism, perpendicularity, revolution, vectors, developments, shades and shadows, conics, and spherical triangles. PR: DRF 270.

DRF 235. Technical Drafting **three hours**

This course covers advanced drafting/ design techniques by using a computer graphics workstation. Study will include: industrial detail drawing, electrical/electronics drawing, topographic mapping, pipeline drawing, and production/working drawings. PR: DRF 270.

DRF 245. Architectural Design **three hours**

As approach to the development of residential design problems. Sketching, interior perspective and rendered perspective will be covered to prepare interior decoration majors. Content covers: architectural, pictorial and presentation drawings.

DRF 255. Tool Design **four hours**

This course covers the design of tooling, including jigs and fixtures for machine operations such as drilling, reaming, tapping, milling, and turning. Study will include modern tooling techniques, the use of computer graphics, tooling economics, and development of jigs and fixtures that meet ANSI standards. PR: DRF 270.

DRF 270. Fundamentals of CAD **three hours**

This is an introductory Computer Aided Drafting (CAD) course. Software to be covered will be Windows and the use of AutoCAD. The student will learn on a PC workstation and become familiar with plotters and printers. PR: DRF 100 or equivalent.

Electronics

ELE 100. Circuit Analysis I **three hours**

Introduction to the concepts of voltage, current, resistance, capacitance, and inductance. Also covered are Kirchoff's Laws with applications in basic DC-AC, series-parallel circuits. Basic electromechanical devices and transformers are studied. Co-Requisite: Math 101 or 115.

ELE 200. Shop Practices **three hours**

The student will build a breadboard to be used in subsequent courses. Skills covered in this course include PC board layout and construction, soldering, wiring, component selection, metal fabrication, plastic fabrication, wood fabrication, and general layout procedures. Note: Extra costs are associated with this course. Co-Requisite: ELE 100.

ELE 210. Circuit Analysis II **three hours**

Continuation of ELE 100 including the theory and application of circuit analysis theorems. Also covered are nonsinusoidal waveforms, three-phase circuits, and the use of computers in solving problems. PR: ELE 100; Co-Requisite: Math 102, CS 101.

ELE 215. Basic Transistors **three hours**

Devices studies will include rectifiers, zeners, filters, bipolar transistors and field- effect transistors. The circuitry will include power supplies, the basic amplifier types, multistate amplifiers, power amplifiers, switching circuits, and oscillators. PR: ELE 100, ELE 200; Co-Requisites: CS 101, ELE 210.

ELE 220. Linear Electronics **three hours**

Study of the basic concepts of linear integrated circuits including OP amps, regulators, comparators, timers, and phase-locked loops. PR: ELE 210, ELE 215.

ELE 230. Digital Electronics **three hours**

Theory and experimentation with SSI, MSI, and LSI devices and systems including such basic components as gates, flip-flops, counters, decoders, timers, displays, memories, etc., and such systems as thermometers, tachometers, meters, etc. PR: ELE 210, CS 101, Co-requisite: ELE 215 or consent of instructor.

ELE 240. Industrial Electronics **three hours**

Study of the operation of industrial power control systems including power devices and control circuits. Power devices covered include relays, contactors, transistors, SCR's and TRIAC's. Control circuits include UJT's, PUT's, DIAC's, photo-devices, timers and control IC's. PR: ELE 220, ELE 230, ELE 250.

ELE 250. AC-DC Machinery and Controls **three hours**

Practical aspects in the use and maintenance of AC-DC machinery and power distribution including motors, generators, starters, speed controllers, breakers, transformers, etc. PR: ELE 100, Math 102.

ELE 260. Communication Systems **three hours**

Theory, operation, and maintenance of AM, FM, PM, and digital communications systems. PR: ELE 220, ELE 230.

ELE 270. Microcomputers **three hours**

Theory and experimentation with microcomputer including instruction sets, memories, I/O, programming (machine code, assembler, and high level), interrupts, peripherals, and interfacing. PR: ELE 230.

ELE 280. Programmable Controllers **three hours**

An introduction to programmable controllers and their application to sequential process control. Topics include basic operating characteristics, relays, timers, counters, sequencers, editing, and on-line data control. Practical laboratory experiences will be provided in controller applications, programming, installation, and maintenance. PR: CS 101, ELE 230, or consent of instructor.

ELE 300. Advanced Linear Electronics **three hours**

Study of linear devices including OP, AMPS, comparators, PLL's, timers, audio IC's, voltage references, and current references. Course will include analysis and design concepts for the circuits studied. PR: ELE 260, Co-requisite: TEC 300.

ELE 310. Advanced Microcomputer Systems **three hours**

Continuation of ELE 270 with more in-depth study and laboratory work. Topics included are A/D and D/A converters, serial communications, interfacing to power devices, etc. PR: ELE 270.

ELE 400. Senior Electronics Project **three hours**

Instructor approved project integrating concepts from previous courses. This course will allow the student to pursue specialized interests and show that he/she can complete an individual project. PR: ELE 300, ELE 310.

ELE 410. Data Acquisition and Control Systems **four hours**

Theory and use of data acquisition and control systems including transducers, signal conditioning circuits, multiplexing, A/D and D/A converters, computers, and control devices. PR: ELE 300, ELE 310.

ELE 420. Advanced Communications **three hours**

A continuation of ELE 260. Topics include light wave communication, microwaves and waveguides, digital communication systems, two-way radio operations, and antenna theory and testing. PR: 260, ELE 300, 310, TEC 300.

ELE 430. Linear Feedback Systems **three hours**

A study of linear feedback systems using LaPlace transformers. Topics include network analysis, control systems theory, stability criterion, and compensation techniques. Simulations will be accomplished with both analog and digital computers. PR: ELE 300, TEC 300.

Graphics

GCT 100. Graphic Communications Processes **three hours**

This course is an introduction to the graphic arts and deals with the basic methods of placing visual elements on receiver materials. An investigation is made of relief, intaglio, planographic, porous, and electrostatic methods of printing. Continuous tone photography, basic bindery operations, and introductory microcomputer operation also are experienced. Course activities include the use of introductory word processing and basic painting and drawing software.

GCT 150. Computer Applications to Graphics **three hours**

This course is an assessment of the impact of "Intelligent Electronics" on the graphics industry and the development of computer applications to the solution of graphic related situations. With an emphasis on the Apple Macintosh, there is a thorough coverage of microcomputer fundamentals, operating systems, and computer programs including the spreadsheet, database, and various types of graphic software. The student becomes involved in both theoretical and hands-on experiences.

GCT 200. Introduction to Desktop Publishing **three hours**

This course presents the basics in the make-up of copy with an emphasis on composition and typography. Students will produce tangible photo ready art and introductory electronic prepress images using the Apple Macintosh. Single and multiple color paste-up techniques, forms layout, cropping and scaling of photographs, and media conversion are among the activities that will be beneficial in upper level graphics classes as well as future employment endeavors. CR: GCT 150.

GCT 210. Graphics - Methods and Materials **three hours**

This intermediate course further explores the tools, materials, and processes used in both the traditional and current digital methods of converting camera ready images to print. Introductory process camera, film assembly, press operation, and bindery will be investigated. Both theoretical knowledge and hands-on experience in the use of printing equipment will be employed. PR: GCT 100.

GCT 225. Basic Photography **three hours**

A beginning course in the utilization of the hand-held camera. The emphasis is placed on both the taking of pictures and the processing of black and white film. Topics covered include film and film processing, camera basics, camera formats, lens types, portrait photography, and photographic ethics.

GCT 230. Layout and Design I **three hours**

Printed materials will be analyzed in terms of design, effective use of type, and color. Knowledge of art specification and preparation for reproduction will be acquired. Time is given to the design and production of original work. PR: GCT 200.

GCT 335. Layout and Design II **three hours**

A continuation of GCT 230. The student continues work on thumbnail, rough and comprehensive layouts for presentation to the customer. PR: GCT 230.

GCT 250. Graphics Practicum **four hours**

Supervised on-the-job learning/work experience with a cooperating business or college in-house graphics production area. Students will gain experience in graphics related specialties of the selected practicum training center. PR GCT 210 and instructor's permission.

GCT 255. Advanced Image Transfer **three hours**

This course is a continuation of the press related portion of GCT 210 and is a self-paced course. More advanced set-up, single and multicolor operation, troubleshooting, basic press maintenance, film assembly, and safety considerations are included. Students will complete several multicolor projects during the course. PR: 210

GCT 265. Estimating and Cost Analysis **three hours**

Production planning, scheduling, materials purchasing, and personnel management in print production operations are investigated. Accurate, orderly systems including computer solutions are used to estimate costs, material, equipment, and labor.

GCT 270. Screen Printing Techniques **three hours**

An examination of screen process stencil systems, substrates, inks, framing methods, and fixtures. Students will gain experience in the printing of flat objects, textiles, pressure sensitives, decals, and cylindrical objects. Both single color and multicolor imaging will be investigated.

GCT 275. Production (Offset/Screen Printing) **three hours**

This self-paced course provides practical experience in the production of department or Schools' newsletters and other offset and screen printed graphic products.

GCT 280. Electronic Publishing **three hours**

This course is a continuation of GCT 200 specifically oriented toward the production of computer based publishing using Apple Macintosh. Students will gain experience in more advanced electronic composition and pagination. PR: GCT 200.

GCT 290. Electronic Art and Computer Imaging **three hours**

Students will use illustration and painting software for the creation of high resolution commercial quality course projects. Students will use microcomputer workstations, flatbed scanners, electronic cameras, and image processing software for retouching, manipulating, and enhancing images. PR: GCT 150 or instructor's permission.

GCT 305. Production (Electronic Publishing/Imaging) **three hours**

Students will create digital media, newsletters, or other graphic products developed by departments or Schools. PR: GCT 280 and instructor's permission.

GCT 310. Advanced Photography **three hours**

A continuation of GCT 300, covering such areas as advanced black and white work large format camera work, and color photography. PR: GCT 300.

GCT 400. Computer Animation and Multimedia **three hours**

Basic techniques of computer animation, presentation software for creation of digital animation, motion, and multimedia. Activities include exercises using QuickTime™, HyperCard™, and still and motion digital captures of television video. PR: GCT 150 or instructor's permission.

GCT 410. Special Topics - Graphics **three hours**

This self-paced course is an opportunity to investigate and produce a "senior project" in a field not included in the regular listing of graphic communications courses or in an area currently offered, but at greater depth. PR: GCT 280 and consent of instructor.

Manufacturing

MFG 205. Engineering Economy **three hours**

Techniques of engineering economy as related to cost, design, and selection of materials. PR: Math 102.

MFG 210. Machine Shop **three hours**

Fundamentals of hand and machine tools, involving the lathe, drill press, grinder, mill saw and other metal working machines with problem solving in layout and machine design.

MFG 250. Personnel Problems and Labor Relations **three hours**

A seminar dealing with the problems of labor and management, wage and hour laws, and industrial regulations. PR: None.

MFG 260. Master Planning/Systems **three hours**

The Master Planning/Systems course is designed to teach the student the basic concepts of strategic planning, production planning, master production scheduling, forecasting, resource planning, order servicing, and demand management. This would include the ability to recognize strategic drivers that affect production and inventory management and how to configure and integrate production and inventory systems within the business environment. Also included in this course is the application of controls and bills of materials in the manufacturing environment. PR: MFG 280 or Consent of Instructor.

MFG 270. Inventory Management/MRP **three hours**

The Inventory Management/MRP course covers the development of inventory management objectives, inventory planning systems, inventory control functions, physical distribution, and inventory accounting methodology. Included are principles of lot sizing, aggregate inventory management, demand management, information system considerations and environmental factors. Also covered is the use of material requirements planning (MRP) as an inventory management tool. The data sources, bills of materials, and other requirements of applying MRP will be discussed. PR: MFG 285 or Consent of Instructor.

MFG 280. Production Activity Control/CRP **three hours**

The Production Activity Control/CRP course covers the scheduling and control of manufacturing and suppliers, relationships within the organization, priority control, and lead time management. Also, included is the use of capacity requirements planning (CRP) and associated data sources and requirements. There will be a main emphasis on data, measurements, and reporting within the organization. Other topics covered are input/output control, production leveling, line balancing and flow balancing in the overall production environment. PR: MFG 270 or Consent of Instructor.

MFG 285. Just-In-Time/Technologies **three hours**

The Just-In-Time/Technologies class involves the study of total quality control, total people involvement (empowerment), and the integration of all functions (finance, engineering, marketing, suppliers, etc.) with production. This course also includes the study of physical workplace organization, total preventative maintenance, problem solving techniques, and reductions in setup times, inventories, and lead times.

MFG 290. Statistical Process Control **three hours**

This course covers the statistical methods used to differentiate between special and common causes of process variation. Process control, capability and charting are also studied. The course concludes with an examination of project evaluation and improvement strategies. PR: PSYCH 240.

MFG 295. Methods Measurement **three hours**

An overview of basic processes used to measure and standardize production methods within a manufacturing enterprise. Topics of study include methods analysis, work sampling, work measurement, predetermined time systems, motion picture/video analysis, principles of motion economy, job evaluation, and job pricing. Laboratory assignments will be conducted with practical experiences. PR: Math 101.

MFG 299. Manufacturing Practicum **four hours**

This course consists of a supervised on-the-job learning/work experience with a cooperating manufacturing company. Students will gain "real world experience" and have an opportunity to apply the competencies they have gained to an actual project. PR: MFG 260, 265, 270, 275, 280, 285 or consent.

MFG 315. Welding **four hours**

The reading of symbols and the production of ferrous elements, in and out of position, using both gas and electric processes.

MFG 325. Computer Numerical Machine Control/Robotics **three hours**

This course involves a study of basic (level 1) computer numerical control mill and lathe programming, tool path simulation, and machine operation. This course also includes a study of robot topics. Included is a basic study of applications of robots, features of the manipulator and controller, robot programming, robot interfacing, end effectors, and sensors. Hands-on laboratory experiments are designed to reinforce a conceptual understanding of these topics.

MFG 410. Metallurgy **two hours**

An introduction to the basic elements of metallurgy including structure of metals, properties, smelting, refining, heat treating, and testing. PR: MAT 100.

Materials

MAT 100. Materials and Processes **three hours**

Emphasis is placed upon the scientific concepts underlying the basic, procurement, process, fabrication and finishing industries while studying the physical and chemical properties of the organic and inorganic materials utilized in today's industrial complex.

Mechanical

MEC 100. Statics **three hours**

The study of force systems that act on rigid bodies that are in static equilibrium. Topics of study include the analysis of coplanar and noncoplanar force systems using analytical and graphical methods, PR: Math 101 with a "C" or better, Co-requisites: Math 102.

MEC 200. Strength of Materials **four hours**

The analysis of stress and deformation of deformable bodies under the action of forces. The design and selection of tension and compression members, shafts and beams. Topics of study include stress and strain, Hook's Law, mechanical properties of engineering materials, torsion, bending, and buckling theory. PR: Math 102 and MEC 100 with a "C" or better in both.

MEC 210. Thermodynamics I **three hours**

A beginning course to introduce the study of the thermodynamic laws of conservation of mass and energy. Applications in the analysis of energy sources, transformations and utilizations. PR: MEC 100 with a "C" or better, Co-requisites: Physics 101, TEC 290.

MEC 220. Fluid Mechanics **three hours**

A study of the mechanics of fluid systems. Topics include fluid statics and dynamics, dimensional analysis and similitude, steady flow of incompressible fluids in pipes, ducts, and open channels; steady flow of compressible fluids over surfaces and about immersed bodies; and turbomachinery. PR: MEC 200, TEC 290, or consent of instructor.

MEC 240. Machine Design I **three hours**

Application of the principles of mechanics to the design and selection of machine components. Topics of study include: beams, columns, shafts, gears, bearings, belts, brakes, and springs. Design projects will be assigned and computer solutions will be utilized. PR: MEC 200, C.S. 101, TEC 290.

MEC 300. Thermodynamics II **three hours**

A continuation of the study of thermodynamics with special emphasis on equations of state, calorimetry, processes, heat engines, and the Second Law of Thermodynamics. Topics include PVT relationships of pure substances, caloric equations of state, properties of multi-phase substances, processes of compressible and incompressible gases, liquids, solids, and multi-phase substances; the Carnot heat engine, entropy, refrigeration and heat pump cycle, the Third Law of Thermodynamics, and the analysis of Carnot cycles. PR: MEC 210; Co-Requisite: TEC 300.

MEC 320. Dynamics **three hours**

The study of Newtonian dynamics of particles and rigid bodies in plane motion. Topics of study include: Kinematics, Newton's Laws, work and energy principles and impulse momentum. PR: MEC 100, TEC 290.

MEC 330. Heat Transfer I **three hours**

A study of heat energy interactions in solids, liquids, and gases. Topics include: fundamental laws of conduction, convection, and radiation heat transfer. PR: Phys. 102, TEC 300, MEC 210, MEC 220.

MEC 340. Heating, Air Conditioning and Ventilation **three hours**

A study of the principles of fluid mechanics, thermodynamics and heat transfer as applied to HVAC systems. Topics include: heating and cooling load calculations, heating, air conditioning and refrigeration systems; automatic controls; heat pumps for heating and cooling; solar heating and cooling systems. PR: MEC 220, MEC 300, MEC 330, TEC 300.

MEC 350. Numerical Methods **three hours**

A study of numerical methods with application to the formulation and solution of engineering problems. Topics include mathematical modeling, engineering problem solving, roots and equations, curve fitting, numerical integration, and ordinary differential equations. Digital computers and software are used extensively. PR: CS 101, Physics 101, TEC 290.

MEC 400. Mechanical Measurements **three hours**

The study of the measurement of motion, force, torque and power with emphasis on strain measurement and strain gage techniques with instrumentation. Topics also include error analysis, and curve fitting. PR: MEC 320.

MEC 410. Thermodynamics III **three hours**

A continuation of the study of thermodynamics with special emphasis upon application to heat, power and refrigeration systems. Topics include: energy availability and irreversibility in open and closed thermodynamic systems; mixtures of gases and vapors; reactive systems; internal and external combustion power cycles; reversed cycles and flow through nozzles and diffusers. PR: MEC 300, MEC 330.

MEC 430. Heat Transfer II **three hours**

A continuation of the study of conduction, convection, and radiation heat transfer with emphasis upon application to residential, commercial and industrial and heat exchanger design. Topics include: steady-stated transient heat conductions; free and forced heat convection, condensing and boiling heat transfer; radiation, transfer by combined mechanisms, numerical and analog methods. PR: MEC 330.

MEC 440. Engineering Systems Design Laboratory **three hours**

A study of analog, digital and mixed engineering systems; similitude of mechanical and electrical engineering systems; dimensional analysis and theory of models. PR: MEC 300, MEC 320, MEC 330.

Safety

SAF 201. Safety and Environmental Components of Industry **three hours**

This course provides an introduction to OSHA and EPA regulations pertaining to general and construction industry record keeping, OSHA/EPA inspection, fire, chemical exposure, most frequent violations, and others.

SAF 202. Safety Techniques and Practices in Modern Accident Prevention **three hours**

This class provides an examination of administrative practices, principles, concepts and techniques used by safety practitioners proven to be effective in controlling losses in industry. PR: SAF 201, Math 101.

SAF 250. Safety Legislation and Compliance Operation **three hours**

Study of federal, state, and local legislation pertinent to today's Safety Movement. PR: SAF 201.

SAF 260. Fire Prevention and Inspection **three hours**

This course provides an examination of the chemical requirements for combustion and design of water supply and distribution system for fire protection. Emphasis is placed on fundamental theories, inspection methods, determination of relative hazards and application of codes and standards. PR: Chem 102, SAF 201; CR Phys 102.

SAF 301. Introduction to Industrial Hygiene **three hours**

An introduction to techniques employed to recognize, evaluate and cope with various hygiene problems related to general industry. PR: SAF 202, 250; Math 102, Chem 102.

SAF 302. Industrial Hygiene and Toxicology **three hours**

This course is a continuation of SAF 301, emphasizing an in-depth study of evaluation and control methods dealing with the toxicological effects of contaminants in the workplace. PR: SAF 301.

SAF 303. Industrial Hygiene Applications and Practices **four hours**

The function of this course is to analyze the methods and techniques utilized in the detection, evaluation, and control of chemical, physical, and biological health hazards. Studies will be focused on those hazards prevalent in manufacturing, construction, and mercantile. Three hours of lecture and two hours of laboratory each week are required. PR: SAF 302.

SAF 310. Human Factors in Accident Prevention **three hours**

Physical, mental, emotional and social factors related to effective programs of accident prevention, reduction and control. PR: SAF 201, Chem 102, Math 102, Bio 170.

SAF 320. Toxicology **three hours**

The purpose of this course is to study the effects of chemicals on biological systems, with emphasis on the mechanisms of harmful effects and on the conditions under which those harmful effects occur. PR: Chem 105, 106 and Biology 101, 102.

SAF 325. Environmental Hazard Control **three hours**

This class provides a comprehensive study of federal/state regulations and legislation pertaining to the Environmental Protection Agency. Emphasis is placed on the awareness and interaction of the public and industry concerning manufacturing, transportation, disposal and release of hazardous substances. PR: Chem 102.

SAF 330. Safety and Environmental Law **three hours**

This course is the study of various legal problems related to the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA). The case study method is used to analyze problems such as cost benefit analysis, cost effectiveness, reproductive hazards, criminal and civil liability, minimum risks, and genetic testing. PR: SAF 301.

SAF 350. Environmental Engineering Technology: Hazardous Waste **four hours**

This course is a study of solid and hazardous waste and includes regulatory compliance, legal and civil liability, classification, permitting/manifest, and remediation.

SAF 410. Safety Engineering Design **three hours**

Design engineering and engineering countermeasures needed to minimize losses incurred by man and the environment. PR: SAF 202, 250, PHYS 102.

SAF 425. System and Process Safety Engineering **three hours**

This course involves the application of engineering and management principles, criteria, and techniques to optimize safety of a project, program, or activity. All phases of safety are considered beginning with conception and continuing through design, production, testing, use, and disposal. Hazard analysis and recommendation of effective countermeasures to being the system to an acceptable state are included. PR: Psyc 240, CS 100, SAF 410.

SAF 440. Managing and Evaluating Safety Programs **three hours**

This course is an analysis of safety programs. It isolates components to be included or improved. Topics include safety audits, safety management, coordination and futuristic perspectives related to loss control. PR: SAF 202, 250, 303, 410, Psyc 240.

SAF 450. Environmental Engineering Technology: Air **four hours**

This course is a study of air pollution and includes regulatory compliance with the Clean Air Act, air sampling methods, primary sources, emission controls, and permitting.

Wood

WOD 100. Wood Technology **three hours**

The theory, application and treatment of woods and hand and machine wood- working. A basic class dealing with wood identification, wood usage, woodworking tools and machines fabrication, joinery, adhesion, and finishing. PR: None.

WOD 205. Furniture Construction and Design **two hours**

A lecture-laboratory course in the development function of design, especially as it applies to the area of household furniture. Student problems include the designing of furniture and other household articles which are to be used as projects in the industrial arts laboratories. PR: WOD 100.

WOD 215. Wood Finishing **three hours**

A survey course in the materials and methods commonly used in the finishing of furniture and similar articles, and readily applicable to use in high school situations. The various types of dyes, stains, shellacs, varnishes, lacquers, and sealers will be used on sample panels. PR: WOD 100.

WOD 225. Cabinet Construction and Design **two hours**

A lecture-laboratory course in the developmental function of design, especially as it applies to cabinet making. The projects will be made in conformity with the drawings and specifications as developed. Advanced work in the use of machine tools, techniques, and processes will be stressed and a high level of craftsmanship will be maintained. PR: WOD 205.

WOD 235. Advanced Woods **three hours**

A lecture-laboratory course with emphasis on the use of advanced techniques in the design and construction of home furniture. Particular attention is given to the use of veneers, inlays, overlays, and other advanced methods of enhancing the finished appearance of projects: PR: WOD 100.

Theatre

(School of Fine Arts)

100. Theatre Appreciation **two hours**

This course examines the elements and components which create theatre. Students are encouraged to apply their knowledge in a critical appreciation of theatre. This class may be used to fulfill general studies requirements.

110. Introduction to Theatre **two hours**

An overview of the purposes and organization of the theatre and allied areas and the functions of all of the jobs related to a theatrical presentation; artistic, performer, director, designer, technicians, and "front-of-house" operations and introduction to the theatre as a profession; professional organizations and securing employment. Fall semester.

114. Body Training and Stage Movement **two hours**

Required of all theatre majors and minors. Care, control and use of the body as an instrument basic to performance (acting, singing, dancing). Odd-numbered Spring semesters.

140. Theatrical Production **two hours**

Lecture course introducing the student to the principles and techniques of the organization, planning, and execution of technical theatre production, including scenery, properties, lighting, costuming, sound, and stage management.

148. Theatre Workshop I-IV **one-four hours**

Crew work is assigned to Masquers productions and studio theatre productions. Opportunities for experience in all areas of technical theatre such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. One hour of credit taken concurrently with Theatre 140 is required of all B.A. majors and minors in Speech Communication and Theatre (Theatre Option) and B.A. in Education with teaching field in Oral communication (grades 5-8, 5-12, or 7-12). No more than one hour can be earned during a semester. Open to freshmen and sophomores (first four semesters) (juniors and seniors, see Theatre 348).

160. Technical Theatre Practicum: Costuming I **one hour**

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

162. Technical Theatre Practicum: Lighting I **one hour**

Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

164. Technical Theatre Practicum: Properties I **one hour**

Practical experience in varied aspects properties through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

166. Technical Theatre Practicum: Scenic I **one hour**

Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

168. Technical Theatre Practicum: Sound I **one hour**

Practical experience in varied aspects of sound through work assigned to Masquers productions or other stated events. Open to freshmen and sophomores. Taught on demand.

199. Special Topics in Theatre **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. Maximum credit per semester: one hour.

212. Theatrical Makeup **one hour**

Fundamentals of the theory and technique of designing and applying theatrical makeup, including laboratory experience and practical experience with Masquers productions and studio theatre productions.

220. Oral Interpretation **two hours**

An introductory study and practice of the principles involved in understanding the meaning of prose, poetry, and dramatic literature and in the effective oral and/or bodily transmission of that meaning to a listening and/or viewing audience. PR: Speech Communication 105 or Speech Communication 107 or consent. Spring semester.

228. Oral Interpretation Practicum I-IV **one-four hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation. Maximum credit earned a semester is one credit hour. PR: Theatre 220 and/or consent of instructor.

230. Acting **two hours**

Introduction to the theory and practice of fundamental acting techniques for the stage. PR: Theatre 220 or consent. Fall semester.

238. Acting Workshop I-IV **one-eight hours**

Public performance or the equivalent in faculty-directed Masquers productions. Maximum credit earned a semester is two credit hours. PR: Consent. Juniors and seniors, see Theatre 432. (First four semesters.)

244. Introduction to Theatrical Design **three hours**

An introduction to the principles of theatrical design, including scenic, lighting, and costume design. Offered spring semester. PR: Consent.

260. Theatre History **three hours**

Historical examination of the major theatrical periods through a study of the important plays, playwrights, theorists, and practitioners of each era. Odd-numbered Spring semesters.

314. Advanced Theatrical Makeup **one hour**

Practice in advanced design and application of theatre makeup. Assigned to Masquers production and studio theatre productions. PR: 212.

326. Advanced Oral Interpretation **two hours**

A study of the special problems of oral interpretation in the areas of prose, poetry, and dramatic literature. Not a substitute for Theatre 220. PR: Theatre 220 or consent. Fall semester.

330. Advanced Acting **three hours**

Advanced acting will involve special problems in acting related to movement, characterization and an introduction to styles to include representational style (classicism, medieval, and romanticism). Taught of demand.

336. Directing **two hours**

Principles and techniques of play directing. Special attention given to directing problems in educational theatre: play selection, budgeting, casting, mounting, and staging, public relations, and coordination of crafts. PR: Theatre 140, 148 and/or Theatre 348 and Theatre 230 and consent. Spring semester.

344. Advanced Theatrical Design **three hours**

Advanced theatrical design will involve completed projects in scenic, lighting, and costume design to apply theory and introductory techniques and skills presented in the beginning course. Odd-numbered Fall semesters.

348. Theatre Workshop I-IV **one-four hours**

Crew work is assigned to Masquers mainstage and/or studio theatre productions. Opportunities for experience in all areas of technical such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. No more than one hour can be earned during a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 148).

350. Children's Drama **three hours**

A lecture course providing an introduction to the theories and techniques involved in both creative drama for children and children's theatre. Odd-numbered fall semesters.

352. Children's Theatre Practicum **one hour**

Practical application of theories and techniques of children's theatre through performing with or working technical crews for Masquers, Jr. (children's theatre) productions. Taught on demand.

354. Creative Drama Practicum **one hour**

Theories and techniques learned in Theatre 350 are applied in supervised guidance of children in creative drama experience. PR: Theatre 350 or consent. Taught on demand.

356. Summer Theatre: Rehearsal and Performance **one-three hours**

Systematic rehearsal and public performance with the Masquers Town and Gown Players (college-community summer theatre). Designed for students who desire concentrated stage training and experience. Roles assigned dependent upon directors' selection and hours credit desired. PR: Auditions.

358. Summer Theatre: Production and Management **one-three hours**

Experience provided in every phase of theatrical production and some phases of theatre management in conjunction with the Masquers Town and Gown Players (college- community summer theatre). Experiences include set designing and construction, lighting, costumes, makeup, box office, house management, and publicity. Assignments dependent upon hours credit desired. PR: Consent.

360. Technical Theatre Practicum: Costuming II **one hour**

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

362. Technical Theatre Practicum: Lighting II **one hour**

Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

364. Technical Theatre Practicum: Properties II **one hour**

Practical experience in varied aspects of properties through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

366. Technical Theatre Practicum: Scenic II **one hour**

Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

368. Technical Theatre Practicum: Sound II **one hour**

Practical experience in varied aspects of sound through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

390. Scenic and Property Design **three hours**

An introduction to the principles of scenic and property design with attention given to scenographic techniques. PR: Theatre 110, 140, Tech. 100 or consent. Taught on demand.

392. Costume History and Design **three hours**

History of wearing apparel and appointment with emphasis on the Western World beginning with the Egyptians up to the present day and an introduction to the principles of costume design, including rendering techniques of costumes for the stage. PR: Theatre 110, 140, or consent. Taught on demand.

394. Lighting and Sound Design **three hours**

Principles and techniques in designing, lighting and sound for theatrical and other public productions, with attention given to platform presentations, display, and television presentations. PR: Theatre 110, 140, Tech. 100 or consent. Taught on demand.

424. Stage Dialects **one hour**

An introduction through theory and practice to the major stage dialects including French, British, Cockney, Irish, Yiddish, Russian, German, Southern Mountain, Southern, and Brooklyn. PR: Speech Communication 105 or 107.

428. Oral Interpretation Practicum I-IV **one-four hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation, dependent upon proficiency level. Maximum credit earned a semester is one semester hour. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 228.) PR: Theatre 220 and or consent.

432. Acting Workshop I-IV **one-eight hours**

Public performance or the equivalent in Masquers' dramatic productions. One to two credit hours may be earned a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 238.) PR: Consent.

438. Directing Practicum **one hour**

Direction and public presentation of a one-act play. PR: Theatre 336 and consent. Must have had performance and production experience with faculty-directed Masquers Major productions.

480. Theatre Business Management and Promotion **three hours**

Study of theatre management procedures including responsibilities and practices in business management, box office management, and house management; and the study of the responsibilities and practices in theatre promotion, including the use of the media. Taught on demand.

484. Theatre Business Management Practicum **one-two hours**

Practical experience in varied aspects of business management, including box office assignments through work with Masquers and other productions. Maximum credit earned a semester is one hour. PR: Consent of instructor.

488. Promotion Practicum **one-two hours**

Practical experience in varied aspects of theatrical promotion through work assigned to Masquers productions. Maximum credit a semester: one hour.

490. Directed Study in Theatre **one-four hours**

The student selects directed study in any area of theatre which is not treated in the theatre course offerings. Course designed by student and selected faculty with approval of the School's chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor.

Veterinary Technology

(School of Health Careers)

113. Introduction to Veterinary Technology **three hours**

The students will study veterinary laws and ethics, business and hospital management, and comparative anatomy and physiology. Various methods of administering drugs will be evaluated and practiced. The students will practice the care, handling, and restraint of the dog and cat. Two hours lecture and two hours lab per week. PR: Admission to the VT Program.

114. Breeds and Breeding **two hours**

The students will be taught the breeds of the dog and the cat, breeding behavior, reproductive physiology, and nutrition. Two hours lecture per week. Open to all students. Fall Semester.

116. Clinical Procedures **five hours**

The students will study and apply radiographic procedures, basic bandaging and external fixation techniques, surgical nursing, instrument and equipment care, and application of veterinary anesthesiology. The pharmacology of veterinary preanesthetics and anesthetics will be covered. Necropsy and tissue sampling techniques will be practiced. Three hours lectures and two two-hour labs each week. PR: VT 113, VT 114, and Biology 170. Spring Semester.

122. Treatment of Diseases **three hours**

Drug laws and regulations are reviewed. The principles, simplified chemistry, and basic concepts of pharmacology are covered. The more common drugs and their variations among species are presented. A survey of the biochemistry of metabolism and the role of nutrition in disease treatment is covered. Three hours lecture per week. PR: VT 113, VT 114 and Biology 170. Spring Semester.

130. Animal Parasitology **three hours**

The life cycle, pathologies and management control techniques of the parasites of the common domestic animals will be studied. The laboratory techniques for diagnosing these parasites will be practiced. Two hours lecture and two hours lab per week. Open to all students.

199. Special Topics in Veterinary Technology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. Arranged.

210. Laboratory Animal Techniques I **three hours**

The current edition of the AALAS Manual for Assistant Laboratory Animal Technicians will be the guide for course material. The students will study the care, handling and restraint of common laboratory animals. The taxonomy of vertebrate animals is reviewed. Successful completion will prepare the student to take the ALAT certification examination by the AALAS. One hour lecture and two, two-hour labs per week. Open to all students. Spring Semester.

212. Health Management of Farm Animals **three hours**

The students will study the care, handling and disease prevention of farm animals. They will practice restraint and medication techniques. Interstate regulations and shipping documents will be reviewed. The common domestic breeds of the cow, horse, pig, sheep, and goat will be studied. Several field trips will be included. One hour lecture and two two-hour labs per week. PR: VT 271. Fall Semester.

217. Clinical Laboratory Procedures **four hours**

The students will study theory and practice the laboratory techniques for complete blood and urine analysis, vaginal cytology, analyses of transudate and exudate as related to clinical veterinary medicine. Two hours lecture and four hours lab per week. PR: VT 271. Fall Semester.

219. Seminar for Veterinary Technicians **two hours**

This course is concurrent and interrelated with VT 272. It is designed to correlate the academic and applied techniques learned by the technician. Variations in techniques will be compared; advanced techniques may be presented. Each student is required to prepare a resume to complete the course requirements as well as an in-depth written scientific report. PR: VT 210, VT 212, VT 217, VT 222.

222. Diseases of Domestic Animals **four hours**

The body's normal defense systems and their responses to pathology will be presented. Infectious, hormonal, traumatic, and toxicological diseases of domestic animals will be covered. Four hours lecture per week. PR: VT 271. Fall Semester.

271. Veterinary Preceptorship I **four hours**

The student spends eight hours a day, four days a week working with a veterinarian for one summer term. The student will have the opportunity to function as a member of the veterinary staff. The student will be able to apply techniques learned in the classroom. PR: Completion of the first year of the Veterinary Technology curriculum.

272. Veterinary Preceptorship II **twelve hours**

The student spends eight hours a day, four days a week in the spring semester working with a veterinarian. The student is expected to function as a full member of a veterinary staff. The student is expected to be able to apply all techniques learned in the classroom and is expected to be able to learn and/or develop variations in techniques learned in the classroom. PR: VT 212, VT 217, VT 222.

310. Laboratory Animal Techniques II **three hours**

The current edition of the AALAS Manual for Laboratory Animal Technicians will be the guide for course material. A more extensive study of laboratory animal husbandry will be presented. Research methodology will be studied. In depth review of current government regulations for research animals and facilities will be discussed. Successful completion of this course will prepare the student to take the Laboratory Animal Technical Certification Examination by the AALAS. Two hour lecture and one, two hour lab per week. PR: VT 210 or current ALAT certification.

Directory

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Assistant Director	
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STUDENT CENTER AND BOOKSTORE, Director of	Stanley Groves, M.A.
STUDENT HEALTH SERVICE, Coordinator of	Yolanda Kirchartz, B.S.N.
STUDENT RECRUITMENT, Director of	Amie Fazalare, M.A.
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Admissions Counselor	Kristina D. Hill, B.S.
Admissions Counselor	
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TEACHER EDUCATION, Dean of	Harry J. Hadley, Ed.D.
VETERANS COORDINATOR	James Walker, B.S.

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- Business Education
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Dean of Teacher Education

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Fine Arts — **Suzanne T. Snyder, Ed.D.**

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- Speech Communication
- Theatre

Language and Literature — **Martin Bond, Ph.D.**

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- French
- Journalism
- Library Science
- Sign Language
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Science and Mathematics — **Phillip H. Mason, Ph.D.**

- Biology
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- Geology
- Computer Science
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- Criminal Justice
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Technology — **Leonard Colelli, Ph.D.**

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- Aviation Technology
- Engineering Technology
- Family and Consumer Sciences
- Technology Education (Industrial Arts)

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Professor Emeritus
Harold S. Duvall, M.A.
Professor Emeritus
Dwight Fowler, M.Ed.
Professor Emeritus
A. Steven Gatrell, Ph.D.
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Ruth J. Givens, M.A.
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Professor Emeritus
James A. LaRue, Ph.D.
Professor Emeritus
Loy W. Leonard, M.A.
Professor Emeritus
Jo Ann Lough, M.A.
Professor Emerita
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Frances Moody, M.A.
Professor Emerita
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Orville D. Naegele, M.S.
Professor Emeritus
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Professor Emeritus
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Faculty Emeritus
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Professor Emerita
Robert K. Shan, Ph.D.
Professor Emeritus
Jean Simonof, M.L.S.
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Richard A. Sonnenshein, Ph.D.
Professor Emeritus
Earl N. Straight, M.A.
Professor Emeritus
Christiana B. Sweeney, M.A.
Professor Emerita
Elizabeth Swiger, Ph.D.
Professor Emerita
Leo R. Taggart, Ed.D.
Professor Emeritus
George H. Turley, M.A.
Professor Emeritus
Yu San Wang, Ph.D.
Professor Emeritus
Dorothy A. Wedge, Ph.D.
Professor Emerita
Richard P. Wellock, M.A.
Professor Emeritus
Richard Whiteman, M.Ed.
Professor Emeritus
Margaret S. Willard, M.A.
Professor Emerita
Jack Wills, Ph.D.
Professor Ermerita
Paul V. Yost, M.A.
Professor Emeritus
Peter D. Zivkovic, M.A.
Professor Emeritus

Health Careers Affiliate Personnel

Health Information Technology Program

Sixty-three clinical affiliates located in West Virginia, Maryland, and Pennsylvania are utilized for practicum. These sites include hospitals, as well as clinics, physician's offices, veterinary hospitals, an accounting firm, an attorney's office, nursing homes and other agencies that use health care information.

Medical Laboratory Technology Program

Laboratory Corporation of America, Fairmont

David Moffa, Ph.D., Director
Nancy Adlington, BS, MT(ASCP),Clinical Coordinator
Jo Ann Van Meter, BS, MT(ASCP)

Fairmont Clinic, Fairmont

Donald H. Koppel, MD, FACP, Director
Irvin Miller, MPH, MS, MT(ASCP), Clinical Coordinator
Carla D. Johnston, BS, MT(ASCP)
Helen Moran, MLT(ASCP)
Connie Pallota, MLT(ASCP)
Kimberly Brown Tennant, MLT(ASCP)

Fairmont General Hospital, Fairmont

Mark George Inmon, M. D. Director
Pauline Quintana, M. D.
Kimberly Cheuvront, BS, MT(AMT), Clinical Coordinator
Judy Bell, BS, MT(AMT)
Kitty Carr, MT(AMT)
Margaret Garrett, BA, MT(AMT)
Joanne Kerekes, MT(AMT)
Randall Spragg, MT(AMT)

United Hospital Center, Clarksburg

Cordella A. DeLaPena, MD. FCAP (ASCP), Director
Chinmay Datta, MD, FCAP(ASCP)
Gerald Wedemeyer, MD, FCAP(ASCP)
Kimberly Rae Koreski, MT(AMT), Clinical Coordinator
Ralph Johns, BS, MT(ASCP)
William McElfresh, BS, MT(ASCP)
Pam Shamholtz, MLT (ASCP)
Michelle Russell, MLT(ASCP)

Preston Memorial Hospital, Kingwood

Dennis Sites, BS, MT(ASCP), Clinical Coordinator
Nancy Betler, BS, MT(ASCP)
Kathleen Kline, BS, MT(ASCP)
Mary Ann Feather, BS, MT(ASCP)

Veteran Medical Center, Clarksburg

Milagros, F. Ona-Sarino, MD, Director
Joseph Ierulli, BS, MT(ASCP), Clinical Coordinator
Janet Baughman, BS, MT (ASCP)
Patty Hammit, MLT(ASCP)
Sheila G. Lemasters, BS, MT(ASCP)
Michael Matheny, BS, MT(ASCP)
Lesa Plivelich, BS, MT(ASCP)

Clinical Instructors Teacher Education Program

The teacher education faculty of the College includes a cohort of exemplary classroom practitioners. Their primary functions are to help insure program relevancy and provide a seamless transition from theory into practice for all teacher education students.

Gary A. Bowers	Technology Education	East Fairmont High
Joseph E. Brock	Biology/General Science	North Marion High
Margaret P. Clark	English/Language Arts	Fairmont Senior High
Dr. Krystal D. Curtis	Chemistry/Physics	North Marion High
Jeanie Dotson	Elementary-Intermediate	Dunbar Middle
Sandra Douglas	Family & Consumer Science	Robert C. Byrd High
Joyce L. Evans	Elementary-Primary	Monongah Elementary
Nancy Fowler	Elementary-Primary	Nutter Fort Elementary
Brenda M. Joe	Music Education	Mannington Middle
Christina B. Lavorata	Elementary-Intermediate	East Park Elementary
Tracey J. Linn	Social Studies	East Fairmont High
Ginger V. Malone	Business Education	East Fairmont High
Leah K. Martin	Physical Education/Health	East Fairmont High
Diana L. Munza	Mathematics	Fairmont Senior High
Cheryl A. Offutt	Art Education	North Marion High
Yvonne D. Parker	Elementary-Primary	Barnes Elementary
Deborah M. Prezioso	Elementary-Primary	Watson Elementary
Patricia J. Ramsburg	School/Library Media	Bridgeport High
Mary Rice	Oral Communications	Lincoln High
Tena E. Vernon	Elementary-Intermediate	Big Elm Elementary

Clinical instructors are recognized and selected by their K-12 and higher education peers as outstanding practitioners who model effective teaching behaviors appropriate for future teachers. Collectively, their teaching specialties include all programmatic areas and developmental levels included in the teacher education offerings of the college.

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Admissions	
For Admissions, College Catalog Requests, Academic Credit	Director of Admissions
Administrative and General College Policy	President
Alumni Activities	Director of Alumni Relations
Aviation/Aerospace Programs	Robert C. Byrd National Aerospace Education Center Route 3, Box 13 Bridgeport, WV 26330 Phone 304 842-8300
Curricula, Faculty, Instruction, Summer Sessions	Provost and Vice President for Academic Affairs
College Fees	Vice President for Administration and Finance
Community and Technical College Continuing Education	Assistant Provost, Community and Technical College
Services for Students with Disabilities	Coordinator for Students with Disabilities
Housing	Director of Residence Life
Multicultural Affairs	Director of Multicultural Affairs
Publicity	Director of Public Relations
Scholarships, Loan Information	Director of Financial Aid
Section 504, Title IX, ADA Coordinator	Assistant to the President

VISITORS

Visitors are always welcome at Fairmont State College. A tour of the campus can be arranged for persons who notify the College in advance. For additional information contact the Student Affairs Office in Hardway Hall.

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